



RCRS Secondary:	GOV-02	Effective Date:	2003-MAR-24
Policy Number:	COU-159	Amendment Date/s:	
Title:	Council Use of Microsoft Outlook For Scheduling	Repeal Date:	
Department:	Legislative Services	Approval Date:	2003-MAR-24 IC COUNCIL

PURPOSE:

To devise an electronic procedure whereby meetings are booked and accepted via the City's mail system and appear in Council's personal schedules.

DEFINITIONS:

N/A

SCOPE:

This policy applies to Council and Staff.

POLICY:

1. A central calendar of Council activities, called Council Schedule, will be maintained on the system.
2. Mayor, Council and senior Staff will maintain their own personal calendars, ensuring that all appointments and personal commitments are recorded. Each will add their own planned activities to their personal calendars.
3. The Staff person responsible for organizing a Council meeting, or activity, will add the event to the Council Schedule and then invite the participants to attend.
4. Outside agencies that need to schedule Council activities will contact their Staff representative, who will then add the event to the Council Schedule and invite the participants.

PROCESS:

1. The Council Schedule will be set up as a general calendar that shows all Council meetings. Staff who are responsible for booking Committee/Commission meetings will also be responsible for updating the Council Schedule.
2. To book a meeting, the Staff person will open the Council Schedule and select the date/time for the meeting. All participants (including those from outside the organization) will be invited to the meeting via e-mail. The meeting rooms will be booked as a resource, and if any outside participants do not have email, they will be contacted by telephone.
3. Outside agencies (i.e. RDN, Tourism, Museum, Downtown Partnership) will contact their Staff representative, who will then book the meeting (as per above) by inviting the participants to attend.

4. If meetings are re-scheduled or cancelled, then the Staff person who is responsible for booking the meeting will update the calendar and notify the participants through e-mail.
5. If meetings are re-scheduled or cancelled with less than 24 hours notice, then Council will be notified by telephone, as well as receiving an email notification.
6. Meetings that involve Councillors, but are not official Council activities, can be accommodated by inviting the specific Councillor to the meeting. That is, the meeting will not show on the Council Schedule but will appear as booked time in the Council member's personal calendar.
7. The printed Council Schedule will no longer be distributed via hard copy. This information will be available online and will reflect up-to-the-minute revisions. Note: Councillors may print a schedule for themselves, if desired.
8. If a Council member is unable to access his or her calendar on-line for any reason, they may contact the Corporate Administration Department to obtain their calendar details.
9. A standard (written) booking procedure will be prepared and distributed to all Staff that book Council meetings.

Council Responsibility:

1. All members of Council will be required to use their Outlook calendars and email, as meeting notices will be received as email messages.
2. Reply to email requests for meetings with either *accept* or *decline*. [Note: as this is a special group mailbox, you will need to contact the applicable Staff representative by phone or separate e-mail, if you have questions or comments as the Staff organizer will be unable to see any attached comments in your email reply.]
3. All personal time commitments need to be added to your personal calendar; otherwise, a Council activity may be booked at a time you are unavailable. [Note: this schedule will only show that they are booked at that time, not what the activity is.]
4. When requested by outside agencies to attend a Council related meeting, advise them to book the meeting through the Staff representative.
5. Regularly check the online Council Schedule for Council activities.

Staff Responsibility:

1. The Staff person requesting and booking the Council meeting will access the Council Schedule and *invite* Council, Staff and outside participants to the meeting. Rooms are to be booked as a resource.
2. The designated Staff person will be the contact for the meeting and will update the Council Schedule with any changes or cancellation and for the booking and meeting organization.
3. If meetings are re-scheduled or cancelled with less than 24 hours notice, then the applicable Staff person will notify Council by telephone, as well sending them an email notification.
4. A Staff representative will be appointed for each outside agency. This Staff person will be responsible for booking the meetings electronically.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A