



November 18, 2025

RE: SAGE Tools – Council Time Tracker Template

Attention: Municipal Officials

Tracking time can provide empirical data to show the amount and percentage of time spent at council meetings and other key duties. If similar categories are tracked among officials, the data could be used for comparisons and benchmarking. Over time this could be very insightful. We are at the beginning of the 2025-2029 council term here in Alberta, and it would be ideal for council members to start tracking their time.

Our SAGE team has strong municipal expertise, and we recommend these council time tracker categories. Sub-categories could be added to track additional items, such as time spent in closed meetings and budgeting.

1. Council meetings
2. Committee meetings
3. Public hearings
4. Meeting preparation
5. Community events
6. Citizen engagement
7. Conflict management
8. Professional development
9. Advocacy
10. Travel

A couple examples of time tracker apps are: <https://clockify.me/> <https://www.timely.com/>. Individual council members would be responsible for tracking their own time. This data would be interesting on an individual basis, and instructive for broader comparisons.

Sincerely,

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