

**Law and Legislative Services Report to  
Organizational Meeting of Council  
2019 October 28**

**ISC: UNRESTRICTED  
C2019-1118**

**2020 Council Calendar**

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**EXECUTIVE SUMMARY**

Council establishes its Council meeting schedule for the upcoming year at its annual Organizational Meeting. All Members of Council must be in attendance, or participating in the meeting remotely, in order to adopt the 2020 Council Calendar.

**ADMINISTRATION RECOMMENDATION:**

That Council adopt the 2020 Council Calendar for the 2020 calendar year as contained in Attachment 1.

**PREVIOUS COUNCIL DIRECTION / POLICY**

Council adopts a Council Calendar on an annual basis.

**BACKGROUND**

In accordance with Section 193(1) of the *Municipal Government Act*, Council establishes its meeting schedule for the upcoming year at its annual Organizational Meeting. With approval and posting on the website of the 2020 Council Calendar, the public will have notice of Council or Committee regularly scheduled meetings for 2020.

**INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Council Meetings

In the proposed 2020 Council Calendar, all Public Hearing and Regular meetings of Council occur as Combined meetings of Council, which include a Public Hearing portion and a Regular portion in the same meeting. Combined meetings of Council are scheduled on Mondays, with Tuesday at 1:00 p.m. reserved as an overflow day. There are 14 Combined Council Meetings in the proposed 2020 Calendar.

Strategic Council meetings provide a forum for high level strategic discussions, including an annual planning session, and consider industry research, practices and procedures. There are six Strategic meetings scheduled in 2020.

There are four Special meetings of Council scheduled in 2020. Two meetings are specifically for holding the City's Wholly-Owned Subsidiaries' Annual Meetings of Shareholders and are proposed to be held June 22 and 23. One special meeting is reserved for Boards, Commissions and Committees (BCCs) of Council on May 04. This will be an opportunity for Council to discuss any specific BCCs work plans or invite any BCCs to that meeting to discuss annual progress. The November 09 Special meeting is designated for the overview and release of the Adjustments to the 2020 One Calgary Service Plans and Budgets that will be deliberated the week of November 23.

Committee Meetings

Standing Policy Committee (SPC) meetings generally maintain the same order throughout the year. The order of SPCs are as follows:

- 1<sup>st</sup> Wednesday of the month: Planning and Urban Development

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- 2<sup>nd</sup> Wednesday of the month: Community and Protective Services
- 3<sup>rd</sup> Wednesday of the month: Utilities and Corporate Services
- 4<sup>th</sup> Wednesday of the month: Transportation and Transit

In addition, The Civic Partners Committee Meeting is scheduled for May 28, and the Emergency Management Meetings have also been scheduled on May 21 and October 22.

Standing Specialized Committees will generally meet monthly on a Tuesday or a Thursday. Priorities and Finance Committee meetings are scheduled once a month on Tuesdays. Generally, the meetings are scheduled for the second week of the month with exceptions resulting from recognized holidays.

There are 11 Intergovernmental Affairs and Gas Power and Telecommunications Committee Meetings, respectively. Both Committees are scheduled to meet on the second Thursday of the month.

Audit Committee is specifically scheduled to meet on April 20 to ensure The City's year-end financial statements are submitted to the provincial government prior to the May 01 deadline.

The Calgary Planning Commission (CPC) will meet every two weeks on the second and fourth Thursday of the month. This change is designed to reduce the scheduling conflicts for both Councillor members of CPC and for use of the Council Chamber. CPC meetings will continue to meet at 1:00 p.m. and have meetings from January to December, including two meetings in the month of August.

In cases where there are two Committees meeting on the same day, the first Committee will commence at 9:30 a.m. and the second Committee will commence at 1:00 p.m. Breaks, holidays, events and conferences are indicated in pink shading where no Council or Committee meetings have been scheduled. Meetings generally take place within the Municipal Complex.

Any special committees established by Council (e.g., Green Line Committee, Foothills Athletic Park Redevelopment Advisory Committee) will meet at the call of the chair, as indicated in their terms of reference.

All meetings will take place within the Municipal Complex.

**Stakeholder Engagement, Research and Communication**

In preparing the proposed 2020 Council Calendar the City Clerk's Office engaged and collaborated with:

- Administration: including Senior Executive Assistants, Intergovernmental Corporate Strategy, Finance, Office of Partnerships and the Administrative Leadership Team;
- Members of Audit Committee; and
- Members of Council and the Mayor's Office.

**Strategic Alignment**

Adoption by Council of regularly scheduled Council and Committee Meetings on specified dates, times and places through the Council Calendar satisfies the legislated requirement for

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notice in accordance with Section 193 of the *Municipal Government Act* and aligns with One Calgary's citizen priority: A Well-Run City (*One Calgary* 2019-2022).

### **Social, Environmental, Economic (External)**

No social, environmental or external implications have been identified related to the recommendations in this report.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

There are no operating budget implications for this report.

#### ***Current and Future Capital Budget:***

There are no capital budget implications for this report.

### **Risk Assessment**

None.

#### **REASON FOR RECOMMENDATION:**

Adoption and publication of a Council meeting calendar for the upcoming year ensures an efficient and transparent notification process which meets legislated requirements.

### **ATTACHMENT(S)**

1. Proposed 2020 Council Calendar