

**City Clerk's Office Report to
Organizational Meeting of Council
2020 October 26**

**ISC: UNRESTRICTED
C2020-1023
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2021 Council Calendar

RECOMMENDATION:

That Council adopt the 2021 Council Calendar for the 2021 calendar year as contained in Attachment 1.

HIGHLIGHTS

- Council establishes its Council meeting schedule for the upcoming year at its annual Organizational Meeting.
- In accordance with Section 193(1) of the *Municipal Government Act*, all Members of Council must be in attendance, or participating in the meeting remotely, in order to adopt the 2021 Council Calendar.
- What does this mean to Calgarians? A transparent and public Council Calendar provides the public with a reliable way to engage with Council and Council Committees.
- Why does this matter? Members of the public are encouraged to participate in Meetings by providing oral and/or written submissions or watching the live stream. An accessible schedule equips the public with expectations around dates and timelines for this participation.
- Strategic Alignment to Council's Citizen Priorities: A well-run city

DISCUSSION

In preparing the proposed 2021 Council Calendar, the City Clerk's Office engaged and collaborated with Administration, Council Committee resource staff, Members of Council and the Mayor's Office. The City Clerk's Office conducted three virtual feedback sessions during the week of August 31. The virtual feedback sessions were well-attended, with feedback received from several Members of Council, the Mayor, and members of Administration representing Finance, Planning, Community Services and the Deputy City Manager's Office.

The 2021 Council Calendar continues the general framework used for 2020 and 2017 (previous election year), including:

- Meetings of Council occur as Combined Meetings on Mondays, with a general frequency of every third week.
- Standing Policy Committee meetings occur monthly on a Wednesday.
- Standing Specialized Committee meetings occur monthly on a Thursday.
- Calgary Planning Commission meetings take place every first and third Thursday of the month.
- Meetings of the Audit Committee have been scheduled in consultation with the Audit Committee Executive Assistant.
- Strategic Meetings of Council have been scheduled for February, March, April, May and June, as well as the Annual Planning session in December.
- Special Meetings of Council have been scheduled and dedicated to the topics of: Boards, Commissions and Committees; Wholly Owned Subsidiaries; and Pre-budget.
- Where two meetings occur on the same day the first begins at 9:30 a.m. and the second begins at 1:00 p.m.
- Pursuant to Section 130 of the Procedure Bylaw, as 2021 is a General Election year, no Council or Committee meeting is scheduled between Nomination Day on September 20th and the Organizational Meeting.

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- Two weeks of Council Orientation have been scheduled.
- The Organizational Meeting of Council consists of two parts: the Swearing-In Ceremony and the Organizational Meeting. The Organizational Meeting will deal with Councillor appointments only, including appointments to the Nominations Committee. Nominations Committee will then meet to consider citizen appointments, to be forwarded to a subsequent Combined Meeting of Council.

On 2020 September 22, ALT endorsed the calendar with several minor changes which have been reflected in Attachment 1.

Upon Council adoption of the 2021 Council Calendar, the City Clerk's Office will enter the meeting dates in the Council and Committees Trumba Calendar found on the www.calgary.ca site. This calendar will be updated throughout the year as needed, and will serve as the primary source of Council and Committee schedules going forward.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- ☐ Public Engagement was undertaken
- ☒ Public Communication or Engagement was not required
- ☐ Public/Stakeholders were informed
- ☐ Stakeholder dialogue/relations were undertaken

IMPLICATIONS

Social

N/A

Environmental

N/A

Economic

N/A

Service and Financial Implications

N/A

No anticipated financial impact

RISK

N/A

ATTACHMENT

1. Proposed 2021 Council Calendar

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Department Circulation

General Manager	Department	Approve/Consult/Inform