

**City Clerk's Office Report to  
Organizational Meeting of Council  
2016 October 24**

**ISC: UNRESTRICTED  
M2016-0685  
Page 1 of 4**

## **2017 COUNCIL CALENDAR**

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### **EXECUTIVE SUMMARY**

In accordance with Section 193 (1) of the *Municipal Government Act*, Council establishes its Council Meeting schedule for the upcoming year at its annual Organizational Meeting. All Members of Council must be in attendance in order to adopt the Council Calendar.

### **CITY CLERK'S RECOMMENDATION**

That Council adopt a Council Calendar for the year 2017 as illustrated in Attachment 1 (New Scenario) or Attachment 2 (Traditional Scenario) and, if required, direct the Law Department to return to the 2016 November 28 Regular Meeting of Council with necessary amendments to the Procedure Bylaw 44M2006.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

Attachment 3 of this report contains a summary of previous Council direction and policy.

### **BACKGROUND**

Meetings of Calgary City Council, Standing Policy Committees and Standing Specialized Committees will be included on the Council Calendar. Administration has requested that for 2017, a Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations also be represented.

2017 is a Municipal General Election year and offers unique challenges to scheduling. In 2013, the most recent General Election year, Council adopted a calendar in which Part 1 of the Organizational Meeting (Swearing-In Ceremony) and Part 2 of the Meeting (Boards, Commissions and Committees Appointments) were held one week apart. In addition, all Committee meetings in October and November were suspended to allow for an enhanced orientation of Elected Officials. The 2017 calendar proposals have been prepared with the same orientation period as was adopted in 2013.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

As requested by the City Manager and Mayor Nenshi, the City Clerk's Office has prepared two calendar scenarios for 2017, a new scenario introducing Tuesday as an alternative day for holding Regular Meetings of Council, and a status quo scenario.

#### **'New' Scenario – Council Meetings on Tuesday** (Attachment 1):

The proposal of Tuesday Council Meetings responds to 'quality of life' concerns expressed in the past, by providing both Council and Administration more time to review material and respond to issues. The extra day for review of materials should also reduce the frequency of 'urgent items' being introduced to Council on the day of the Meeting. Research shows that a majority of Canadian municipalities do not hold Council Meetings on Mondays (See Attachment 4).

The New Scenario contains a proposal which would schedule Regular, Combined and Public Hearing-Only Council Meetings on Tuesdays at 9:30 a.m. instead of on Mondays. The Wednesday following a Public Hearing Meeting of Council would be set aside as an overflow day, if necessary, with a commencement time of 9:30 a.m. Agenda publishing for Tuesday Council Meetings will still occur on the Wednesday prior to the Meeting, gaining an extra day for Council to review their agenda material. Strategic Council Meetings would be scheduled on Fridays. Should Council select the New Scenario, after amendment or as presented, various amendments to *the Procedure Bylaw* would be required

## 2017 COUNCIL CALENDAR

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(such as the ability to hold a Council Meeting on Tuesday, the start time of Council overflow days, and others), and would be presented at the 2016 November 28 Regular Meeting of Council.

With some Wednesdays reserved for Council overflow days, it would be necessary to relocate Standing Policy Committee (SPC) Meetings to another day of the week. They have been scheduled on Thursdays at 9:30 a.m. in the New Scenario. Due to calendar constraints, some are scheduled on Fridays.

Priorities and Finance Committee (PFC) has been scheduled to occur twice a month, where possible, at 9:30 a.m. on Tuesdays of non-Council weeks.

The remaining Standing Specialized Committees; Audit, Intergovernmental Affairs (IGA) and Gas, Power and Telecommunications (GPT) have been scheduled on Wednesdays not reserved as Council overflow dates, at 9:30 a.m.

Mondays have been kept clear of meetings to offer the Administrative Leadership Team (ALT) a consistent break in Council's meeting schedule to address two needs: (a) a standing weekly date to discuss strategic, long-range topics; and (b) a weekly Monday and/or pre-Council 'scrum' to discuss urgent issues which may arise. Combining ALT long-range planning with scrums on Mondays makes efficient use of the attendees' time. (Note: ALT Meetings are not represented on the calendar).

Calgary Planning Commission has indicated the intention to move their meetings to Monday afternoons should Council adopt the New Scenario.

### New Scenario – Council Meetings on Tuesday

PROS	CONS
<ul style="list-style-type: none"><li>• More time to review Council Meeting material (Agendas published Wednesday, meeting held the following Tuesday)</li><li>• Increased quality of life with less obligation to work through weekends in order to prepare for large Council Meetings</li><li>• Potentially less 'last minute' business being walked in on meeting day</li><li>• ALT can rely on a consistent time to discuss emerging Council issues and long-range strategic items, without being pre-empted by meetings of Council or its Committees</li><li>• More efficient meeting schedule with less meeting conflicts</li><li>• Moving CPC meetings to Mondays would remove conflicts over use of the Council Chamber on Thursdays</li></ul>	

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### 'Traditional' Scenario – Status Quo (Attachment 2):

The Traditional Scenario contains a 'status quo' proposal similar to that adopted by Council in prior years. Regular, Combined and Strategic Council Meetings are scheduled on Mondays. The Tuesday following a Meeting of Council would be set aside as an overflow day, if necessary, with a commencement time of 1:00 p.m. It also maintains the same meeting schedule for SPCs and SSCs as in previous years with the exception of no Land and Asset Strategy Committee or Legislative Governance Task Force meetings (due to the modified Council Committee structure adopted earlier this year), and a reduced number of Audit Committee meetings annually (due to the recent Audit Committee bylaw amendment on number of meetings).

### **Traditional Scenario – Status Quo**

PROS	CONS
<ul style="list-style-type: none"><li>• Planning Commission maintains its existing meeting schedule on Thursdays</li></ul>	<ul style="list-style-type: none"><li>• Issues related to upcoming Council Agenda items are difficult to address without weekend work</li><li>• Many 'urgent issues' which arise the weekend prior to a Council Meeting are brought to Council on Monday with no advance preparation time</li><li>• Planning Commission maintains its existing meeting schedule on Thursdays and conflict with SSCs for use of the Council Chamber will continue</li><li>• ALT meetings may continue to be 'bumped' by PFC or Public Hearing overflow days</li></ul>

### Subsidiaries' Annual Meeting of the Shareholder

On 2015 October 19 Council directed that the City Clerk include the tentative dates of Wholly Owned Subsidiaries' Annual Meeting of the Shareholder (for information only) in future Council Calendar reporting. These tentative dates are included in Attachment 6 for Council's information.

### **Stakeholder Engagement, Research and Communication**

Per recent Bylaw change and in consultation with the Executive Assistant to the Audit Committee, seven meetings of Audit Committee were scheduled in January, March, April, June, July, September and December.

In consultation with Calgary Neighbourhoods, a Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled. Optimal timing for the meeting would be a date following the April Audit Committee meeting.

In consultation with the Intergovernmental & Corporate Strategy (ICS) group, five Strategic Council Meetings have been scheduled in 2017 (February to June).

The City Clerk's Office and Planning & Development (PD) Department have worked collaboratively to develop a proposed improved and integrated schedule for Council Public Hearing and Calgary Planning

## 2017 COUNCIL CALENDAR

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Commission (CPC) Meetings. A full description of these efforts is provided in Attachment 5 of this report.

### Strategic Alignment

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*). Adoption by Council of regularly scheduled Council Meetings on specified dates, times and places satisfies the legislated requirement for notice in accordance with Section 193 of the *Municipal Government Act*.

### Social, Environmental, Economic (External)

The New Scenario seeks to improve the individual well-being of meeting participants in a way that does not hamper citizens' opportunity to participate in civic life.

### Financial Capacity

#### Current and Future Operating Budget:

The increased number of Committee meetings held in the Council Chamber may impact the Operating Budget of Business Units involved in delivering these meetings. Technology costs impacted include increased video streaming, captioning service and service enhancements such as the new Agenda 'real' time notification service for Public Hearings.

#### Current and Future Capital Budget:

There are no direct capital budget implications at this time. Increased use of the Council Chamber may impact the frequency of repair or replacement to fixtures, furnishings and technology.

### Risk Assessment

In accordance with Section 193 (1) of the *Municipal Government Act*, all Members of Council must be in attendance in order to adopt the Council Calendar.

Amendment of the Public Hearing or Combined Council Meeting dates will impact the Calgary Planning Commission flow to these Council Meetings.

### REASON(S) FOR RECOMMENDATION(S):

Adoption and publication of a Council Meeting schedule for the upcoming year ensures an efficient and transparent notification process which meets legislated requirement for notice. Offering two scenarios for Council's consideration allows for social and efficiency factors to be taken into consideration.

### ATTACHMENTS

1. 2017 Council Calendar – "New Scenario – Council Meetings on Tuesday"
2. 2017 Council Calendar – "Traditional Scenario – Status Quo"
3. Summary of Previous Council Direction/Policy
4. Council Meeting Scheduling in Other Municipalities
5. Factors Used in Calendar Scheduling
6. Subsidiaries' Annual Meetings of Shareholders



- N** Nomination Day, 2017 September 18  
**E** Election Day, 2017 October 16  
**H** Statutory Holiday

- O\*** Part 1 – Organizational Meeting  
 Swearing-In Ceremony – 1:30 p.m.  
**O** Part 2 – Organizational Meeting  
 BCC Appointments – 9:30 a.m.

2017

COUNCIL, STANDING POLICY COMMITTEES (SPC) AND  
 STANDING SPECIALIZED COMMITTEES MEETING DATES

<b>January</b> S M T W T F S [H] 2 3 4 5 6 7 8 9 C* 11 12 13 14 15 16 17 18 19 20 21 22 23 C 25 26 27 28 29 30 31							<b>February</b> S M T W T F S 5 6 7 8 9 10 11 12 13 C* 15 16 SC 18 19 [H] 21 22 23 24 25 26 27 C							<b>March</b> S M T W T F S 5 6 7 8 9 10 11 12 13 C 15 16 17 18 19 20 C* 22 23 24 25 26 27 28 29 30 31 CBE and CCSD – School Spring Break March 27 – March 31						
<b>April</b> S M T W T F S 2 3 4 5 6 7 8 9 10 C* 12 13 [H] 15 [H] 17 18 19 20 21 22 23 24 C 26 27 SC 29 30							<b>May</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 SC 20 21 [H] 23 24 25 26 27 28 29 C 31							<b>June</b> S M T W T F S 4 5 6 7 8 9 10 11 12 C* 14 15 SC 17 18 19 20 21 22 23 24 25 26 C 28 29 30 FCM Conference - Ottawa June 01 – June 04						
<b>July</b> S M T W T F S 2 3 PH 5 6 7 8 9 10 11 12 13 14 15 16 17 C 19 20 21 22 23 24 25 26 27 28 29 30 31 Calgary Stampede July 07 – July 16							<b>August</b> S M T W T F S 6 [H] 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Summer Recess							<b>September</b> S M T W T F S 3 [H] C 6 7 8 9 10 11 C* 13 14 15 16 17 [N] 19 20 21 22 23 24 25 26 27 28 29 30 No Regular Meeting between Nomination Day and Organizational Meeting, Bylaw 44M2006, Section 30.(4)						
<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 [H] 10 11 12 13 14 15 [E] 17 18 19 20 21 22 O* 24 25 26 27 28 29 O 31 Council Orientation Period October 31 – November 17							<b>November</b> S M T W T F S 5 6 PH 8 9 10 [H] 12 13 C 15 16 17 18 19 20 C* 22 23 24 25 26 27 28 29 30 AUMA Convention - Calgary November 22 – November 24							<b>December</b> S M T W T F S 3 4 5 6 7 8 9 10 11 C 13 14 15 16 17 18 C* 20 21 22 23 24 [H] [H] 27 28 29 30 31						

Unless otherwise noted, all meetings begin at 9:30 a.m.

COUNCIL:

- C** Regular Council Meeting  
**C\*** Combined Council Meeting  
**PH** Public Hearing Council Meeting  
**SC** Strategic Council Meeting  
**→** Council Overflow Wednesdays (9:30 a.m.)\*  
 \* Unless changed by Council Resolution (2/3 vote)  
**C** Adjustments to the 2018 Business Plan and Budget

STANDING POLICY COMMITTEES:

- SPC on Community & Protective Services**  
**SPC on Planning & Urban Development**  
**SPC on Transportation & Transit**  
**SPC on Utilities & Corporate Services**  
Special SPC on CPS Meeting:  
**Civic Partners**

STANDING SPECIALIZED COMMITTEES:

- Priorities and Finance Committee**  
**Intergovernmental Affairs Committee**  
**Gas, Power & Telecommunications Committee**  
**Audit Committee**  
 In cases of two Committees on the same day,  
 the top Committee will meet at 9:30 a.m.  
 and the bottom Committee at 1:00 p.m.



- N** Nomination Day, 2017 September 18  
**E** Election Day, 2017 October 16  
**H** Statutory Holiday

- O\*** Part 1 – Organizational Meeting  
 Swearing-In Ceremony – 1:30 p.m.  
**O** Part 2 – Organizational Meeting  
 BCC Appointments – 9:30 a.m.

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Unless otherwise noted, all meetings begin at 9:30 a.m.

COUNCIL:

- C** Regular Council Meeting  
**C\*** Combined Council Meeting  
**PH** Public Hearing Council Meeting  
**SC** Strategic Council Meeting  
**→** Council Overflow Tuesday (1:00 p.m.)\*  
 \* Unless changed by Council Resolution (2/3 vote)  
**C** Adjustments to the 2018 Business Plan  
 and Budget

STANDING POLICY COMMITTEES:

- SPC on Community & Protective Services  
 SPC on Planning & Urban Development  
 SPC on Transportation & Transit  
 SPC on Utilities & Corporate Services  
Special SPC on CPS Meeting:  
 Civic Partners

STANDING SPECIALIZED COMMITTEES:

- Priorities and Finance Committee  
 Intergovernmental Affairs Committee  
 Gas, Power & Telecommunications  
 Committee  
 Audit Committee  
 In cases of two Committees on the same day,  
 the top Committee will meet at 9:30 a.m.  
 and the bottom Committee at 1:00 p.m.

## **SUMMARY OF PREVIOUS COUNCIL DIRECTION/POLICY**

At the 2016 October 03 and 04 Combined Meeting of Council, Report AC2016-0683, 'Audit Committee Bylaw Amendments' and Bylaw 39M2016 were adopted, reducing the number of annual meetings of the Audit Committee to a minimum of 6 times per year.

At the 2016 July 25 Regular Meeting of Council, Report LGT2016-0585, 'Proposed Council Committee Governance Models and Meeting Efficiencies' was adopted, confirming a modified Council Committee structure to take effect on January 01, 2017. The Legislative Governance Task Force, Land and Asset Strategy Committee and the Legacy Parks Fund Steering Committee will be dissolved as of the effective date. On 2016 September 12, Council adopted Bylaw 36M2016 to amend *the Procedure Bylaw*, which enacted the necessary procedural amendments for the adopted Committee governance changes. The following Committees will be referred to as Standing Specialized Committees (SSCs): Priorities and Finance; Intergovernmental Affairs; Gas, Power and Telecommunications; and Audit.

At the 2016 June 20 Regular Meeting of Council, Report CPS2016-0397, 'Proposed Changes to the Council Policy for the Family and Community Support Services (FCSS)', was adopted, eliminating the need to schedule a Special Meeting of the SPC on Community and Protective Services to receive funding recommendations from the FCSS Review Board.

At the 2016 June 20 Regular Meeting of Council, Report LGT2016-0388, 'Swearing-In Ceremony' was adopted, rescinding the previous Policy and enacting CP2016-06 in its place. The new Policy incorporates a public component to the Swearing-In Ceremony, sets an initial format for the Ceremony and adds a mechanism to adjust future ceremonies. 2017 proposed Calendar Scenarios presented in this report have been prepared in alignment with the adopted policy.

At the 2015 October 19 Organizational Meeting of Council, Report M2015-0598, '2016 Council Calendar' was adopted, and included direction that the City Clerk include the tentative dates of Subsidiaries' Annual Meeting of the Shareholder (for information only) in future Council Calendar reporting. These tentative dates are included in Attachment 6 of this report for Council's information.

**COUNCIL MEETING SCHEDULING IN OTHER MUNICIPALITIES**

Municipality	Day of Week for Council Meetings
Burnaby, BC	Monday (Regular) Tuesday (PH)
Surrey, BC	Monday
Vancouver, BC	Tuesday
Edmonton, AB	Monday (PH) Tuesday (Regular) Thursday (Non-Regular)
Calgary, AB	Monday
Regina, SK	Monday
Saskatoon, SK	Monday
Winnipeg, MB	Wednesday
Toronto, ON	Wednesday
Mississauga, ON	Wednesday
London, ON	Tuesday
Brampton, ON	Wednesday
Hamilton, ON	Wednesday
Ottawa, ON	Wednesday
Montreal, QC	Wednesday
Halifax, NS	Tuesday



## **FACTORS USED IN CALENDAR SCHEDULING**

### **Meetings in Council Chamber**

Due to the closure of Historic City Hall and its Committee Meeting rooms, more meetings are being held in the Council Chamber to accommodate the Calgary Planning Commission and Standing Specialized Committees.

### **Regular Council Meetings**

One Regular Business and one Combined (Public Hearing plus Regular Business) Council Meeting have been scheduled per month. In both Scenarios, the Combined Council Meeting date has been scheduled to equalize the amount of Calgary Planning Commission content to Council. This is a departure from previous years, when the first Council Meeting of the month was always the Combined Meeting, and the second was always the Regular Meeting. Two Public Hearing-Only Meetings of Council have been scheduled in July and November. As requested by the General Manager of Planning and Development, and as allowed for in the Procedure Bylaw, Public Hearing-Only Meetings of Council are scheduled in months anticipated to have a high volume of statutory public hearings on land use matters.

In the New Scenario, an overflow day is set aside for Public Hearing-Only and Combined Council Meetings, if necessary, with a start time of 9:30 a.m. on the Wednesday following the meeting. There will not be a scheduled overflow day set for Regular Council Meetings. The two Public Hearing-Only dates are scheduled on Tuesdays, on July 04 and November 07.

In the Traditional Scenario, an overflow day is set aside for Public Hearing-Only and Combined Council Meetings, if necessary, with a start time of 1:00 p.m. on the Tuesday following the meeting. There will not be a scheduled overflow day set for Regular Council Meetings. The two Public Hearing-Only dates are scheduled on Mondays, on July 03 and November 06.

### **Strategic Council Meetings**

In consultation with the Intergovernmental & Corporate Strategy (ICS) group, five Strategic Council Meetings have been scheduled in 2017 from February to June. In the New Scenario, they are scheduled on Fridays at 9:30 a.m. on February 17, March 03, April 28, May 19 and June 16. In the Traditional Scenario, they are scheduled on Mondays at 9:30 a.m. on February 06, March 06, April 17, May 15 and June 19. Strategic Council Meeting dates may be cancelled with one month notification if not required.

### **Standing Policy Committee (SPC) Meetings**

City Clerk's has avoided "doubling-up" of SPC Meetings. As in previous years, the general scheduling of SPCs is Community and Protective Services in the first week, Planning and Urban Development in the second week, Transportation and Transit in the third week, and Utilities and Corporate Services in the fourth week. In the New Scenario, SPCs have been scheduled on Thursdays at 9:30 a.m., with some moved to Fridays (in July, September and December) due to scheduling constraints. A Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled on Wednesday, May 03. In the Traditional Scenario, SPCs maintain their standard scheduling, with some moved to Fridays where required (in July, September and December). A Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled on Thursday, April 27.

### **Standing Specialized Committee (SSC) Meetings**

In the New Scenario, the Priorities and Finance Committee (PFC) has been scheduled twice monthly, on Tuesdays of non-Council weeks, with the exception of March, July and December, which each have a single PFC Meeting. September does not contain a PFC Meeting. In the Traditional Scenario, PFC has been scheduled twice monthly, on Tuesdays of non-Council weeks, with the exception of September and December, which each have a single meeting. No Committee meetings have been scheduled in August, October or November in either Scenario.

Intergovernmental Affairs Committee (IGA), and Gas, Power and Telecommunications Committee (GPT) have been scheduled once monthly. In the New Scenario, these meetings have been scheduled on Wednesdays of non-Public Hearing weeks, except for September 08, and December 06 when IGA and GPT are “doubled-up”. In the Traditional Scenario, IGA and GPT are scheduled at their traditional times on Thursdays, with IGA in the first week and GPT in the second week of the month, except on September 07 and December 07, when “doubling-up” was required. In cases of two Committee meetings on the same day, the top Committee will meet at 9:30 a.m. and the bottom Committee at 1:00 p.m.

The Audit Committee Bylaw 48M2012 requires that the Audit Committee meet at least six times per year. At the request of the current Audit Committee Chair and the City Auditor, seven Audit Committee Meetings have been scheduled, excluding the months of February, May, August, October and November. In the New Scenario, these meetings have been scheduled on Wednesdays of non-Public Hearing weeks, except on Friday, July 28. In the Traditional Scenario, Audit Committee has been scheduled at its traditional time on Thursdays. Most dates are scheduled in the third week of the month, with the exception of July 27, September 14 and December 14.

### **Public Hearings and Calgary Planning Commission**

The City Clerk's Office and Planning & Development (PD) Department have worked collaboratively to develop a proposed improved and integrated schedule for Council public hearing and Calgary Planning Commission (CPC) meetings. Drivers for the integrated schedule were applicant timing considerations, application volume at any one public hearing meeting, and specific emphasis on managing volumes before and after “extended breaks” between public hearing meetings. Typically, there is an extended break during Council's summer recess, the holiday season, and in 2017 another extended break occurs due to the Municipal General Election.

The results of this work are Council Public Hearing and CPC schedules that reflect:

- *Public hearings:* Meetings typically spaced four or five weeks maximum apart, additional meetings booked during traditionally busier periods, and meetings booked as soon as possible both before and after extended breaks.
- *CPC meetings:* Scheduled such that two meetings typically “feed” each public hearing, compressed preparation and advertizing time frames will be applied in advance of public hearings prior to extended breaks, and CPC meetings will not be scheduled every two weeks where the subject CPC meeting does not advance the drivers noted above.
- *Administration (coordinated by PD Department):* A “master planning calendar” is being developed to anticipate and manage application volumes and timelines, planning applications not requiring Council approval (eg. development permits) will be planned such that their approval timing will not be delayed due to breaks in the CPC bi-weekly schedule and extended breaks between public hearing meetings, and a concerted effort will be put

toward ensuring preparation and advertising commitments are met during compressed preparation and advertising periods between CPC and Public Hearing Meetings.

During 2017, Administration (City Clerk's Office and PD Department) will monitor the integrated schedule, advise Council of any issues that arise during the course of 2017, and continue to seek improvements that can be applied to a proposed 2018 schedule.

The Calgary Planning Commission (CPC) currently schedules its meetings to occur on alternating Thursdays, commencing at 1:00 p.m. in the Council Chamber. Should Council adopt the New Scenario where Standing Policy Committees have been scheduled on Thursdays, CPC would change their meeting date to Mondays at 1:00 p.m. Should Council adopt the Traditional Scenario, no change to CPC meetings would occur.

### **Spring Break**

Spring Break is scheduled for 2017 March 27 to 31, for both the Calgary Public School Board and the Calgary Separate School Board, and is clear of meetings.

### **FCM Conference**

The Federation of Canadian Municipalities annual conference will occur in Ottawa, from 2017 June 01 to 04 and is clear of meetings.

### **Calgary Stampede**

The Calgary Stampede will occur from 2017 July 07 to 15 and is clear of meetings.

### **Summer Break**

As in previous years, August is clear of meetings, with the exception of a Combined Council Meeting scheduled on Tuesday, August 01 in the New Scenario.

### **Nomination Day and Municipal General Election**

Section 30 (4) of the *Procedure Bylaw* states that, in the year of a Municipal General Election, no Regular Meeting shall be held between Nomination Day and the Organizational Meeting following the General Election.

Nomination day will be held on Monday, 2017 September 18 and the General Municipal Election will be held on Monday, 2017 October 16.

### **Organizational Meeting of Council**

Section 192 (1) of the *Municipal Government Act* states that Council must hold an Organizational Meeting annually, not later than 2 weeks after the third Monday in October.

The Organizational Meeting – Part 1 (Swearing-In) has been scheduled on the first Monday following the General Election, 2017 October 23 at 1:30 p.m. in alignment with the new Swearing-In policy, and the Council-adopted Swearing-In ceremony format. Council may adopt changes to the ceremony format, but must do so no later than 2016 October 24 to be effective for the 2017 Swearing-In Ceremony. The Organizational Meeting – Part 2 (Boards, Commissions and Committees appointments) has been scheduled on Monday, 2017 October 30 at 9:30 a.m.

### **AUMA Conference**

The Alberta Urban Municipalities Association annual conference will occur in Calgary, from 2017 November 22 to 24, and is clear of meetings.

**Special Meeting of Council Re: Adjustments to the 2018 Business Plan and Budget**

The Special Meeting of Council Re: Adjustments to the 2018 Business Plan and Budget has been scheduled for 2017 November 27 to 2017 December 01. This week has been kept clear of Committee meetings.

**Christmas Break**

Meetings in December have been scheduled to ensure that all committees will report to the last Regular Meeting in December, either through the normal reporting schedule or as urgent business item(s).

### **SUBSIDIARIES' ANNUAL MEETINGS OF SHAREHOLDERS**

At the 2015 October 19 Organizational Meeting of Council, Report M2015-0598, '2016 Council Calendar' was adopted, and included direction that the City Clerk include the tentative dates of Wholly Owned Subsidiaries' Annual Meeting of the Shareholder (for information only) in future Council Calendar reporting.

For 2017, the tentative dates for Wholly Owned Subsidiaries and subsidiary are:

- Attainable Homes Calgary Corporation, 2017 March 17 at 12:00 p.m.
- Calgary Economic Development Ltd., 2017 May 5 at 9:30 a.m.
- ENMAX Corporation, 2017 May 12 at 10:30 a.m.
- Calgary Arts Development Authority Ltd., 2017 June 2 at 9:30 a.m.
- Calgary Municipal Land Corporation, 2017 June 9 at 12:00 p.m.
- Calhome Properties Ltd. (o/a Calgary Housing Company), 2017 June 23, 9:30 a.m.
- Calgary Technologies Inc.(o/a Innovate Calgary), 2017 July 21 at 9:00 a.m.

Council, in its role of shareholder, does not formally have the authority to set the dates of the annual meeting of the shareholder, though collaboration through Council Calendar reporting can provide a valuable planning tool to the directors and shareholders of subsidiary corporations. The *Business Corporations Act* (Alberta), Section 132, requires that the directors of the corporation call the annual meeting of shareholders. Further, Section 133 (2) provides restrictions on receiving notice of meetings not more than 50 days or less than 21 days before the meeting is to be held. For these reasons, the tentative annual meetings of shareholders dates are included in this report for Council's information, but are not represented in the attached proposed calendars for adoption.