

2022 Council Calendar

RECOMMENDATION(S):

That Council adopt the 2022 Council Calendar for the 2022 calendar year as contained in the Attachment.

HIGHLIGHTS

- At the annual Organizational Meeting of Council, Council establishes a Council Meeting schedule for the upcoming year.
- In accordance with Section 193(1) of the *Municipal Government Act*, RSA 2000 c. M-26, all Members of Council must be in attendance, in person or remotely, in order to adopt the 2022 Council Calendar.
- What does this mean to Calgarians? A public Council Calendar ensures the public are aware of scheduled meetings of Council and Council Committees.
- Why does this matter? Members of the public are encouraged to participate in Public Hearings of Council and Standing Policy Committees by providing oral and/or written submissions. Members of the public are also encouraged to watch the live stream. An accessible schedule equips the public with expectations around dates and times for this participation.
- Strategic Alignment to Council's Citizen Priorities: A well-run city
- The proposed Council Calendar for 2022 is included as an Attachment.

DISCUSSION

In preparing the proposed 2022 Council Calendar, the City Clerk's Office engaged and collaborated with Administration, Council Committee resource staff, and the Mayor's Office. The City Clerk's Office consulted with the Executive Leadership Team (ELT) and the proposed Council Calendar for 2022 was endorsed by the ELT on 2021 September 28, following the addition of a Strategic Meeting of Council on 2022 February 28.

The proposed 2022 Council Calendar reflects the new Council Committees adopted by Council on 2021 September 15. It also proposes a more equitable work/life balance as it relates to scheduling and preparing for meetings. The 2022 Council Calendar reflects the following framework:

1. Council:
 - Combined Meetings of Council are scheduled to occur on Tuesdays to allow Councillors more time to review the Agenda and seek clarification from Administration during standard Monday to Friday work hours. There are fourteen scheduled Combined Meetings of Council in the proposed 2022 Council Calendar, similar to previous years.
 - The Wednesdays following all Combined Meetings of Council do not have any meetings scheduled in order to accommodate overflow from the Combined Meetings of Council.
 - Strategic Meetings of Council have been scheduled for January, February, April, July, and September, as well as the Annual Planning session in December.
 - Regular Meetings of Council have been scheduled and dedicated to the topics of: Boards, Commissions, Committees and the 2023-2026 Service Plans and Budgets.

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- Wholly Owned Subsidiaries Annual General Meeting dates are included on the 2022 Council Calendar for convenience, but these are not Council Meetings as per the *Municipal Government Act* or the *Procedure Bylaw*.
2. Council Committees:
- Standing Policy Committee meetings occur monthly, usually on Thursday. There is no meeting of the Community Development Committee in November, given Council's schedule related to the 2023-2026 Service Plans and Budgets.
 - In general, no other meetings are scheduled on the day of a Standing Policy Committee, to allow meetings to continue into the afternoon.
 - Standing Specialized Committee meetings occur monthly on a Tuesday or Wednesday. There is no scheduled meeting of the Intergovernmental Affairs Committee in July, given the Calgary Stampede week break.
 - Calgary Planning Commission meetings take place every first and third Thursday of the month.
 - Pursuant to the *Audit Committee Bylaw 33M2020*, where Audit Committee must meet at least six times per year, nine meetings of the Audit Committee have been scheduled on Thursdays, in consultation with the Audit Committee Executive Assistant.
 - Where two meetings occur on the same day, the first begins at 9:30 am and the second begins at 1:00 pm.
3. No Council and Council Committee Meetings Scheduled:
- No meetings have been scheduled on statutory holidays.
 - No meetings have been scheduled during the following dates:
 - Spring break (March 21-25), except for the Calgary Planning Commission;
 - Federation of Canadian Municipalities Conference (June 2-5), except for the Calgary Planning Commission;
 - Calgary Stampede (July 8-17);
 - August Break (August 1-30) except for the Calgary Planning Commission;
 - Alberta Urban Municipalities Association (September 21-23);
 - National Day for Truth and Reconciliation (September 30); and
 - December Break (December 25-30).

Upon Council adoption of the 2022 Council Calendar, the City Clerk's Office will enter the meeting dates in the Council and Council Committees online Calendar found on www.calgary.ca, as well as maintain a year-long at-a-glance version for reference. The City Clerk's Office will update the 2022 Council Calendar as required if Council, Council Committees, or the Chair changes the date, time, or place of a scheduled meeting, in accordance with Section 193(3) of the *Municipal Government Act*, RSA 2000 c. M-26 and Section 22 of the *Procedure Bylaw 35M2017*.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- Public Engagement was undertaken
- Public Communication or Engagement was not required

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- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

Not applicable.

IMPLICATIONS

Social

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact

RISK

Not applicable.

ATTACHMENT(S)

1. Proposed 2022 Council Calendar

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform