

2016 COUNCIL CALENDAR

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.

ADMINISTRATION RECOMMENDATION

That Council:

1. Reconsider their decision from the Regular Meeting of Council 2014 April 14, with respect to the start time for the Legislative Governance Task Force to occur immediately following the adjournment of the Priorities and Finance Committee.
2. Amend the Legislative Governance Task Force Terms of Reference to designate the start time of Meetings as 1:00 p.m.
3. Adopt the Council Calendar for the year 2016 as contained in Attachment 1.
4. Direct Administration to include the tentative dates of Subsidiaries Annual General Meeting for information only in future Council Calendar reporting.

PREVIOUS COUNCIL DIRECTION / POLICY

As in previous years, the meetings for City Council, the Priorities and Finance Committee (PFC), Standing Policy Committees (SPCs), Special Committees and Audit Committee will be included on the Council Calendar. In addition to Council's direction in 2008, that the Special Meeting of the SPC on Community and Protective Services sitting as the FCSS Review Board be scheduled on the calendar, Administration has requested that, for 2016, the annual Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations also be included.

At the 2014 April 14 Regular Meeting of Council, an amendment to the Terms of Reference of the Legislative Governance Task Force was adopted to allow for regularly scheduled meetings to commence at the adjournment of the first Priorities and Finance Committee Meeting of the month.

At the 2015 June 29 Regular Meeting of Council, NM2015-13 directed Administration to return with an option to incorporate, in the 2016 Council Calendar, the addition of one Friday quarterly for Wholly Owned Subsidiaries' Annual General Meetings (AGMs) in order to efficiently schedule more than one AGM on any given day.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The City Clerk's Office prepares the Proposed Council Calendar utilizing guidelines that consider the following factors:

Regular Council Meetings

There will be two regularly scheduled Council Meetings per month. The first meeting will be a Combined Meeting of Council (Statutory Public Hearings on Land Use Items and Regular meeting items); the second meeting of the month will be a Regular Business Meeting dealing primarily with Committee reports. The Tuesday following a Council Meeting has been set aside

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as an overflow day, if necessary, with a commencement time of 1:00 p.m., unless changed by Council resolution with 2/3 (10) affirmative votes.

Strategic Council Meetings

Strategic Council Meetings are included on the Proposed Calendar. In consultation with the City Manager's Office, nine meetings have been scheduled, excluding July, August and October.

Standing Policy Committee (SPC) Meetings

An additional regularly scheduled meeting of the SPC on Community and Protective Services has been requested by Administration to coordinate regular annual reporting and is to follow a proposed Special Meeting of the SPC on Community and Protective Services regarding Civic Partners. It should be noted that the Procedure Bylaw 44M2006, as amended, directs annual reporting to the Consent Agendas of SPC's. This may result in this added meeting consisting of solely Consent Agenda items.

With respect to Special Meetings of the SPC on Community and Protective Services, due to the duration of these meetings in the past, and the high rate of participation by Agencies and members of the public, the Administration has requested that these meetings precede the proposed regularly scheduled SPC on Community and Protective Services. The following is being proposed on the attached proposed calendar:

- On 2016 February 03 , the Special Meeting of the SPC on Community and Protective Services sitting as the FCSS Review Board to begin at 9:30 a.m.; and
- On 2016 May 27, the Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations to begin at 8:30 a.m.
- On 2016 May 27, an additional SPC on Community and Protective Services Meeting to coordinate Administration annual reporting.
- The Regular SPC on Community and Protective Services Meetings on February 03 and May 27 will commence immediately following the adjournment of the Special Meetings.

Special and Audit Committee Meetings

All Special Committees and Audit Committee are scheduled for meetings on Thursdays. During some months, it was necessary to schedule two Committees on the same Thursday. On these days, the Committee noted on the top would commence at 9:30 a.m. and the Committee noted on the bottom would commence at 1:00 p.m.

The Audit Committee Bylaw 48M2012 requires that the Audit Committee meet at least eight times per year. At the request of the City Auditor and current Audit Committee Chair, ten Audit Committee Meetings have been scheduled, excluding August and December.

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Priorities and Finance Committee

The Priorities and Finance Committee meets twice a month with the exception of January, July, August, October and December which has a single meeting date.

Council previously adopted amendments to the Terms of Reference for the Legislative Governance Task Force calling for regularly scheduled meetings on the adjournment of the first (or only) Priorities and Finance Committee of the month. Based on feedback from the Legislative Governance Task Force, Administration is requesting Council reconsider Council's previous decision, with respect to start time, in order to amend the Terms of Reference to convene the meeting with a consistent start time of 1:00 p.m.

Statutory Holidays

It has been necessary to schedule some meetings during weeks where statutory holidays occur in order to enable committees to complete their monthly business.

Spring Break

The Traditional Calendar Spring Breaks for the Calgary Public and Separate School Boards are scheduled from 2016 March 18 to March 28 and 2016 March 28 to April 01, respectively. With the exception of the Audit Committee proposed for March 17 and the Strategic Meeting of Council proposed for March 21, those days have been kept clear of meetings.

The scheduling of the March 21 Strategic Meeting of Council aligns with work plan objectives that suggest the meeting take place following the proposed 2016 March 15 Priorities and Finance Committee Meeting.

FCM Conference

The Federation of Canadian Municipalities Annual Conference is scheduled for 2016 June 03 to June 05 in Winnipeg and those days are clear of meetings.

Calgary Exhibition and Stampede

The Calgary Exhibition and Stampede is scheduled for 2016 July 08 to 17, and those days have been kept clear of meetings.

August Break

To ensure a break in August, no Council or Committee meetings have been scheduled. With the exception of the SPC on Utilities and Corporate Services proposed 2016 July 27, all SPC meetings in July have been scheduled so that they report (some as Urgent Business, if required) to the last Regular Meeting of Council on 2016 July 25 before the summer break.

AUMA Convention

The Alberta Urban Municipalities Association Annual Convention is scheduled for 2016 October 05 to October 07 in Edmonton, and those days have been kept clear of meetings.

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Organizational Meeting

The Organizational Meeting of Council will be held on Monday, 2016 October 24.

Special Meeting of Council, Re: Mid-Cycle Adjustments to Action Plan

The Mid-Cycle Adjustments to Action Plan has been scheduled for one week, at the request of the Administration, from 2016 November 21 to November 25. No other meetings have been scheduled during this week.

Christmas Break

The Christmas break begins after the last scheduled Regular Meeting of Council on 2016 December 19.

Subsidiaries Annual General Meetings of Shareholders (AGM)

As requested by a Notice of Motion, Administration solicited feedback to coordinate WOS AGMs in order to find efficiencies for possible incorporation into the Council Calendar. Calgary Technologies Inc. has been included as a subsidiary; The City holds one of the three shares with The Calgary Chamber of Commerce and the University of Calgary. It is practical to include this entity to meet the intent of the Notice of Motion in the planning to create efficiencies. Annual general meetings of shareholders provided below are tentative for the purposes of scheduling only.

Feedback has been received from the subsidiaries with tentative dates planned as follows:

- Attainable Homes Calgary, 2016 March 18, 12:00 p.m. – 1:30 p.m.
- Calgary Housing Company (CHC), 2016 May 13, 9:00 a.m. – 11:00 a.m.
- Calgary Economic Development (CED), 2016 May 13, 11:30 a.m. – 1:30 p.m.
- ENMAX, 2016 May 19, 12:00 p.m. – 1:30 p.m.
- Calgary Arts Development Authority (CADA), 2016 June 10, 9:00 a.m. – 11:00 a.m.
- Calgary Municipal Land Corporation (CMLC), 2016 June 10, 11:30 a.m. - 2:30 p.m.
- Calgary Technologies Inc. (CTI), 2016 July 26, 1:30 p.m.

Adding the AGM tentative dates to the Council Calendar is a departure from standard practice. In consultation with the Law Department, it was advised that Council, in its role of shareholder, does not formally have the authority to set the dates of the AGM, though collaboration through Council Calendar reporting could provide a valuable planning tool for the subsidiaries Board of Directors. The *Business Corporations Act* (Alberta) (Section 132) requires that Directors call the AGM. Further, Section 133 (2) provides restrictions on receiving notice of meetings not more than 50 days or less than 21 days before the AGM is to be held. As an alternative to adding these meetings to the Council Calendar, Attachment 1 could be adopted with the direction that Administration continue to work with subsidiaries to provide AGM dates for information during Council Calendar future year reporting.

An option to include the tentatively scheduled AGMs to the 2016 Council Calendar, denoted with an "A", is included as Attachment 2. Provision of the AGMs on the Council Calendar provides an open and transparent view of Council's participation in these meetings but has the potential to create confusion on the public's ability to participate in these meetings like others on the Council Calendar. Should the date of an AGM be required to change after Council adoption

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of the calendar reconsideration would not be required as item under reconsideration is not within Council's authority to alter.

Stakeholder Engagement, Research and Communication

External organizations, the Office of the Chief Financial Officer, Law Department, the General Manager of Community Services and Protective Services, and the City Auditor have provided feedback.

Strategic Alignment

None as a result of this report.

Social, Environmental, Economic (External)

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

Financial Capacity

Current and Future Operating Budget:

There are no direct operating budget implications for this report.

Current and Future Capital Budget:

There are no direct capital budget implications for this report.

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.

REASON FOR RECOMMENDATION:

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.

ATTACHMENT

1. Proposed 2016 Council Calendar
2. Proposed 2016 Council Calendar with Annual General Meeting of Shareholder