

2015 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 adopt the Council Calendar for the year 2015.

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 2015, 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 at the adjournment of the first Priorities and Finance Committee Meeting of the month.

BACKGROUND

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 as an overflow day, if necessary, with a commencement time of 1:00 p.m., unless changed by Council resolution by 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, 9 meetings have been scheduled, excluding July, August and October.

Standing Policy Committee (SPC) Meetings

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 regularly scheduled SPC on Community and Protective Services. The following is being

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proposed on the attached proposed calendar:

- On 2015 February 04 , 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 2015 June 03, the Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations to begin at 9:30 a.m.
- The Regular SPC on Community and Protective Services Meetings on February 04 and June 03 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, eleven Audit Committee Meetings have been scheduled for the year.

Priorities and Finance Committee

The Priorities and Finance Committee meets twice a month with the exception of April, July and November which has a single meeting date.

Council 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. These regularly scheduled meetings have been denoted on the proposed calendar with an asterisk.

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 2015 March 23 to March 27 and 2015 April 06 to April 10, respectively. Those days have been kept clear of meetings.

FCM Conference

The Federation of Canadian Municipalities Annual Conference is scheduled for 2015 June 05 to June 08 in Edmonton and those days are clear of meetings.

Calgary Exhibition and Stampede

The Calgary Exhibition and Stampede is scheduled for 2015 July 03 to 12, and those days have been kept clear of meetings.

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August Break

To ensure a break in August, no Council or Committee meetings have been scheduled. 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 2015 July 27 before the summer break.

Organizational Meeting

The Organizational Meeting of Council will be held on Monday, 2015 October 19.

AUMA Convention

The Alberta Urban Municipalities Association Annual Convention is scheduled for 2015 September 23 to September 25 in Calgary, and those days have been kept clear of meetings.

Special Meeting of Council, Re: 2015 – 2018 Business Plan & Budget

The Special Meeting of Council, Re: 2015 – 2018 Adjustments to Business Plan & Budget has been scheduled for one week, at the request of the Administration, from 2014 November 23 to November 27. No other meetings have been scheduled during this week reserved for budget adjustments.

Christmas Break

The Christmas break begins after the last scheduled Regular Meeting of Council on 2015 December 21.

Stakeholder Engagement, Research and Communication

External organizations, the Office of the Chief Financial Officer, 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.

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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

Proposed 2015 Council Calendar