

## 2014 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.

### RECOMMENDATION

That Council consider and adopt the Council Calendar for the year 2014.

### 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 2014, the annual Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations also be included.

### BACKGROUND

Please note that the following factors were taken into consideration.

#### 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 (Two-Thirds Vote).

#### Strategic Planning Meetings, if required

Strategic Planning Meetings of Council are scheduled, if required.

#### 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 be given an early start time. The following is being proposed on the attached calendar scenario:

- On 2014 March 05, 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 2014 June 04, the Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations to begin at 9:30 a.m.

## **2014 COUNCIL CALENDAR**

---

The Regular SPC on Community and Protective Services Meetings on March 05 and June 04 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 top Committee would commence at 9:30 a.m. and the bottom Committee 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, ten Audit Committee Meetings have been scheduled for the year, omitting meetings in February and August.

### **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 Spring Breaks for the Calgary Public and Separate School Boards are scheduled from 2014 March 24 to March 28, and those days have been kept clear of meetings.

### **FCM Conference**

The Federation of Canadian Municipalities Annual Conference is scheduled for 2014 May 30 to June 2 in Niagara Falls and those days are clear of meetings.

### **Calgary Exhibition and Stampede**

The Calgary Exhibition and Stampede is scheduled for 2014 July 4 to 13, 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. 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 2014 July 28 before the summer break.

### **Organizational Meeting**

The Organizational Meeting of Council will be held on Monday, 2014 October 20.

### **AUMA Conference**

The Alberta Urban Municipalities Association Annual Conference is scheduled for 2014 September 24 to September 26 in Edmonton, 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 Business Plan & Budget has been scheduled over two weeks, at the request of the Administration, from 2014 November 24 to December 05. No other meetings have been scheduled during the two weeks reserved for budget debates, and no PFC meetings have been scheduled in November.

## 2014 COUNCIL CALENDAR

---

### **Christmas Break**

In order to accommodate both a Christmas Break and an additional week of Budget debates, it was necessary to double up the Special and Audit Committee meetings during December.

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

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

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

### **ATTACHMENT**

Proposed 2014 Council Calendar