

**Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2023 October 24**

**ISC: UNRESTRICTED
C2023-1022**

2024 Council Calendar and Deputy Mayor Roster

PURPOSE

This Report recommends a proposed 2024 Council Calendar and a proposed 2024 Deputy Mayor Roster to Council for its adoption. An effective annual Council Calendar ensures that Members of Council and Administration can plan, coordinate, and bring forward work relating to Council's priorities for the upcoming year. It also ensures that the Public, Members of Council, and Administration are notified of upcoming Council and Council Committee meetings and can effectively and meaningfully participate.

The Deputy Mayor Roster allows for coverage of the Mayor's duties when the Mayor is unable to perform duties, or the Office of the Mayor is vacant. The Deputy Mayor ensures that there are no delays in performing duties related specially to the role of the Mayor.

PREVIOUS COUNCIL DIRECTION

At the 2023 April 25 Regular Meeting of Council, Item 7.1 2022-2023 White Goose Flying Annual Progress Update, EC2023-0206, was adopted, requiring that Council establish an Annual Regular Council Meeting with an Indigenous Focus during the month of September, beginning in the 2024 Calendar Year.

RECOMMENDATIONS:

That Council:

1. Adopt the proposed 2024 Council Calendar in Attachment 1; and
2. Adopt the proposed 2024 Deputy Mayor Roster in Attachment 2.

CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- At its annual Organizational Meeting, Council establishes a Calendar representing the Council and Council Committee Meeting schedule for the upcoming year, and a Deputy Mayor Roster for the upcoming year. The *Municipal Government Act* ("MGA") requires all Members of Council to be in attendance, in person or remotely, to adopt the Calendar.
- The Procedure Bylaw 35M2017 requires that Council annually adopt a schedule of meetings for the subsequent year ("a Council Calendar") which is adopted at the annual Organizational Meeting of Council.
- The MGA requires that a Council must appoint one or more councillors as deputy chief elected officials ("Deputy Mayors") who can act as the chief elected official ("Mayor"), one at a time, when the Mayor is unable to perform the duties of the mayor or if the office of the mayor is vacant.
- The proposed 2024 Council Calendar is included as Attachment 1 of this report.
- The proposed 2024 Deputy Mayor Roster is included as Attachment 2 of this report.

2024 Council Calendar and Deputy Mayor Roster

DISCUSSION

The proposed 2024 Council Calendar (Attachment 1) reflects the following framework:

1. *30 Council Meetings:*

- Continuation of separate monthly Public Hearing Meetings and Regular Meetings of Council, scheduled on Tuesdays, to support public hearing accessibility.
- Additional Regular Meetings of Council are scheduled for the following specific topics:
 - Boards, Commissions and Committees (June);
 - Indigenous Focus Meeting of Council (September);
 - Organizational Council Meeting (October); and
 - 2023-2026 Service Plans and Budgets (November).
- Strategic Meetings of Council are scheduled for March, June, September, and December.

The proposed Council Calendar no longer requires that a Regular Council Meeting be called and recessed prior to a Wholly Owned Subsidiaries Annual General Meetings (“AGM”), but the proposed dates for the AGM meetings in May and June are set aside on the 2024 Council Calendar in green.

2. *Council Committee Meetings:*

- Standing Policy Committees: monthly on a Wednesday or Thursday (full day).
- Standing Specialized Committees: monthly or quarterly, on a Tuesday, Wednesday, or Thursday (half day).
- Calgary Planning Commission: monthly at least two Thursdays per month (half day).
- Audit Committee: 10 monthly meetings on Thursday (half day).
- Meetings that are scheduled at the call of the Chair are added to the Council Calendar as required.

3. *No Council and Council Committee meetings scheduled on statutory holidays and the following dates:*

- Calgary Board of Education Spring Break (March 25 - April 1);
- Calgary Catholic School District Easter Break (March 29 – April 5);
- Federation of Canadian Municipalities Conference (June 6–9);
- Calgary Stampede (July 5-14);
- August Recess (August 1-31), except for Calgary Planning Commission;
- Alberta Municipalities (September 24-27); and
- Year-End Recess (December 25-31).

Once the Deputy Mayor Roster is adopted by Council at the Organizational Meeting of Council, monthly Deputy Mayor assignments will be reflected in the pdf version of the Council Calendar available on calgary.ca at <https://www.calgary.ca/council/meetings/council-calendars.html>.

As Councillor Chabot and Councillor Chu did not serve as Deputy Mayor during 2023, they have been proposed to serve as Deputy Mayor for 2024 January and February, allocated randomly. A random draw of the remaining Councillors was conducted for the months of 2024 March to December and the proposed 2024 Deputy Mayor Roster reflects the order of names drawn.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input checked="" type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The City Clerk's Office engaged Members of Council, Administration, and Council Committee resource staff about the proposed 2024 Council Calendar.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implication

No anticipated service or financial impact

RISK

Not applicable

ATTACHMENTS

1. Proposed 2024 Council Calendar
2. Proposed 2024 Deputy Mayor Roster
3. Background and Previous Council Direction
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services, and Security	Approve
Katarzyna Martin Director/City Clerk	Law, Legislative Services, and Security	Approve

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