

## 2017 COUNCIL CALENDAR

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### 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.

### CITY CLERK'S RECOMMENDATION

That Council adopt a Council Calendar for the year 2017 as illustrated in Attachment 1 (New Scenario) or Attachment 2 (Traditional Scenario) and, if required, direct the Law Department to return to the 2016 November 28 Regular Meeting of Council with necessary amendments to the Procedure Bylaw 44M2006.

### PREVIOUS COUNCIL DIRECTION / POLICY

Attachment 3 of this report contains a summary of previous Council direction and policy.

### BACKGROUND

Meetings of Calgary City Council, Standing Policy Committees and Standing Specialized Committees will be included on the Council Calendar. Administration has requested that for 2017, a Special Meeting of the SPC on Community and Protective Services, Re: Civic Partner Presentations also be represented.

2017 is a Municipal General Election year and offers unique challenges to scheduling. In 2013, the most recent General Election year, Council adopted a calendar in which Part 1 of the Organizational Meeting (Swearing-In Ceremony) and Part 2 of the Meeting (Boards, Commissions and Committees Appointments) were held one week apart. In addition, all Committee meetings in October and November were suspended to allow for an enhanced orientation of Elected Officials. The 2017 calendar proposals have been prepared with the same orientation period as was adopted in 2013.

### INVESTIGATION: ALTERNATIVES AND ANALYSIS

As requested by the City Manager and Mayor Nenshi, the City Clerk's Office has prepared two calendar scenarios for 2017, a new scenario introducing Tuesday as an alternative day for holding Regular Meetings of Council, and a status quo scenario.

#### 'New' Scenario – Council Meetings on Tuesday (Attachment 1):

The proposal of Tuesday Council Meetings responds to 'quality of life' concerns expressed in the past, by providing both Council and Administration more time to review material and respond to issues. The extra day for review of materials should also reduce the frequency of 'urgent items' being introduced to Council on the day of the Meeting. Research shows that a majority of Canadian municipalities do not hold Council Meetings on Mondays (See Attachment 4).

The New Scenario contains a proposal which would schedule Regular, Combined and Public Hearing-Only Council Meetings on Tuesdays at 9:30 a.m. instead of on Mondays. The Wednesday following a Public Hearing Meeting of Council would be set aside as an overflow day, if necessary, with a commencement time of 9:30 a.m. Agenda publishing for Tuesday Council Meetings will still occur on the Wednesday prior to the Meeting, gaining an extra day for Council to review their agenda material. Strategic Council Meetings would be scheduled on Fridays. Should Council select the New Scenario, after amendment or as presented, various amendments to *the Procedure Bylaw* would be required

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(such as the ability to hold a Council Meeting on Tuesday, the start time of Council overflow days, and others), and would be presented at the 2016 November 28 Regular Meeting of Council.

With some Wednesdays reserved for Council overflow days, it would be necessary to relocate Standing Policy Committee (SPC) Meetings to another day of the week. They have been scheduled on Thursdays at 9:30 a.m. in the New Scenario. Due to calendar constraints, some are scheduled on Fridays.

Priorities and Finance Committee (PFC) has been scheduled to occur twice a month, where possible, at 9:30 a.m. on Tuesdays of non-Council weeks.

The remaining Standing Specialized Committees; Audit, Intergovernmental Affairs (IGA) and Gas, Power and Telecommunications (GPT) have been scheduled on Wednesdays not reserved as Council overflow dates, at 9:30 a.m.

Mondays have been kept clear of meetings to offer the Administrative Leadership Team (ALT) a consistent break in Council's meeting schedule to address two needs: (a) a standing weekly date to discuss strategic, long-range topics; and (b) a weekly Monday and/or pre-Council 'scrum' to discuss urgent issues which may arise. Combining ALT long-range planning with scrums on Mondays makes efficient use of the attendees' time. (Note: ALT Meetings are not represented on the calendar).

Calgary Planning Commission has indicated the intention to move their meetings to Monday afternoons should Council adopt the New Scenario.

### New Scenario – Council Meetings on Tuesday

PROS	CONS
<ul style="list-style-type: none"><li>• More time to review Council Meeting material (Agendas published Wednesday, meeting held the following Tuesday)</li><li>• Increased quality of life with less obligation to work through weekends in order to prepare for large Council Meetings</li><li>• Potentially less 'last minute' business being walked in on meeting day</li><li>• ALT can rely on a consistent time to discuss emerging Council issues and long-range strategic items, without being pre-empted by meetings of Council or its Committees</li><li>• More efficient meeting schedule with less meeting conflicts</li><li>• Moving CPC meetings to Mondays would remove conflicts over use of the Council Chamber on Thursdays</li></ul>	

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### 'Traditional' Scenario – Status Quo (Attachment 2):

The Traditional Scenario contains a 'status quo' proposal similar to that adopted by Council in prior years. Regular, Combined and Strategic Council Meetings are scheduled on Mondays. The Tuesday following a Meeting of Council would be set aside as an overflow day, if necessary, with a commencement time of 1:00 p.m. It also maintains the same meeting schedule for SPCs and SSCs as in previous years with the exception of no Land and Asset Strategy Committee or Legislative Governance Task Force meetings (due to the modified Council Committee structure adopted earlier this year), and a reduced number of Audit Committee meetings annually (due to the recent Audit Committee bylaw amendment on number of meetings).

### **Traditional Scenario – Status Quo**

PROS	CONS
<ul style="list-style-type: none"><li>• Planning Commission maintains its existing meeting schedule on Thursdays</li></ul>	<ul style="list-style-type: none"><li>• Issues related to upcoming Council Agenda items are difficult to address without weekend work</li><li>• Many 'urgent issues' which arise the weekend prior to a Council Meeting are brought to Council on Monday with no advance preparation time</li><li>• Planning Commission maintains its existing meeting schedule on Thursdays and conflict with SSCs for use of the Council Chamber will continue</li><li>• ALT meetings may continue to be 'bumped' by PFC or Public Hearing overflow days</li></ul>

### Subsidiaries' Annual Meeting of the Shareholder

On 2015 October 19 Council directed that the City Clerk include the tentative dates of Wholly Owned Subsidiaries' Annual Meeting of the Shareholder (for information only) in future Council Calendar reporting. These tentative dates are included in Attachment 6 for Council's information.

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

Per recent Bylaw change and in consultation with the Executive Assistant to the Audit Committee, seven meetings of Audit Committee were scheduled in January, March, April, June, July, September and December.

In consultation with Calgary Neighbourhoods, a Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled. Optimal timing for the meeting would be a date following the April Audit Committee meeting.

In consultation with the Intergovernmental & Corporate Strategy (ICS) group, five Strategic Council Meetings have been scheduled in 2017 (February to June).

The City Clerk's Office and Planning & Development (PD) Department have worked collaboratively to develop a proposed improved and integrated schedule for Council Public Hearing and Calgary Planning

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Commission (CPC) Meetings. A full description of these efforts is provided in Attachment 5 of this report.

### Strategic Alignment

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*). Adoption by Council of regularly scheduled Council Meetings on specified dates, times and places satisfies the legislated requirement for notice in accordance with Section 193 of the *Municipal Government Act*.

### Social, Environmental, Economic (External)

The New Scenario seeks to improve the individual well-being of meeting participants in a way that does not hamper citizens' opportunity to participate in civic life.

### Financial Capacity

#### Current and Future Operating Budget:

The increased number of Committee meetings held in the Council Chamber may impact the Operating Budget of Business Units involved in delivering these meetings. Technology costs impacted include increased video streaming, captioning service and service enhancements such as the new Agenda 'real' time notification service for Public Hearings.

#### Current and Future Capital Budget:

There are no direct capital budget implications at this time. Increased use of the Council Chamber may impact the frequency of repair or replacement to fixtures, furnishings and technology.

### 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.

Amendment of the Public Hearing or Combined Council Meeting dates will impact the Calgary Planning Commission flow to these Council Meetings.

### 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. Offering two scenarios for Council's consideration allows for social and efficiency factors to be taken into consideration.

### ATTACHMENTS

1. 2017 Council Calendar – "New Scenario – Council Meetings on Tuesday"
2. 2017 Council Calendar – "Traditional Scenario – Status Quo"
3. Summary of Previous Council Direction/Policy
4. Council Meeting Scheduling in Other Municipalities
5. Factors Used in Calendar Scheduling
6. Subsidiaries' Annual Meetings of Shareholders