

FACTORS USED IN CALENDAR SCHEDULING

Meetings in Council Chamber

Due to the closure of Historic City Hall and its Committee Meeting rooms, more meetings are being held in the Council Chamber to accommodate the Calgary Planning Commission and Standing Specialized Committees.

Regular Council Meetings

One Regular Business and one Combined (Public Hearing plus Regular Business) Council Meeting have been scheduled per month. In both Scenarios, the Combined Council Meeting date has been scheduled to equalize the amount of Calgary Planning Commission content to Council. This is a departure from previous years, when the first Council Meeting of the month was always the Combined Meeting, and the second was always the Regular Meeting. Two Public Hearing-Only Meetings of Council have been scheduled in July and November. As requested by the General Manager of Planning and Development, and as allowed for in the Procedure Bylaw, Public Hearing-Only Meetings of Council are scheduled in months anticipated to have a high volume of statutory public hearings on land use matters.

In the New Scenario, an overflow day is set aside for Public Hearing-Only and Combined Council Meetings, if necessary, with a start time of 9:30 a.m. on the Wednesday following the meeting. There will not be a scheduled overflow day set for Regular Council Meetings. The two Public Hearing-Only dates are scheduled on Tuesdays, on July 04 and November 07.

In the Traditional Scenario, an overflow day is set aside for Public Hearing-Only and Combined Council Meetings, if necessary, with a start time of 1:00 p.m. on the Tuesday following the meeting. There will not be a scheduled overflow day set for Regular Council Meetings. The two Public Hearing-Only dates are scheduled on Mondays, on July 03 and November 06.

Strategic Council Meetings

In consultation with the Intergovernmental & Corporate Strategy (ICS) group, five Strategic Council Meetings have been scheduled in 2017 from February to June. In the New Scenario, they are scheduled on Fridays at 9:30 a.m. on February 17, March 03, April 28, May 19 and June 16. In the Traditional Scenario, they are scheduled on Mondays at 9:30 a.m. on February 06, March 06, April 17, May 15 and June 19. Strategic Council Meeting dates may be cancelled with one month notification if not required.

Standing Policy Committee (SPC) Meetings

City Clerk's has avoided "doubling-up" of SPC Meetings. As in previous years, the general scheduling of SPCs is Community and Protective Services in the first week, Planning and Urban Development in the second week, Transportation and Transit in the third week, and Utilities and Corporate Services in the fourth week. In the New Scenario, SPCs have been scheduled on Thursdays at 9:30 a.m., with some moved to Fridays (in July, September and December) due to scheduling constraints. A Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled on Wednesday, May 03. In the Traditional Scenario, SPCs maintain their standard scheduling, with some moved to Fridays where required (in July, September and December). A Special Meeting of the SPC on Community and Protective Services Re: Civic Partners has been scheduled on Thursday, April 27.

Standing Specialized Committee (SSC) Meetings

In the New Scenario, the Priorities and Finance Committee (PFC) has been scheduled twice monthly, on Tuesdays of non-Council weeks, with the exception of March, July and December, which each have a single PFC Meeting. September does not contain a PFC Meeting. In the Traditional Scenario, PFC has been scheduled twice monthly, on Tuesdays of non-Council weeks, with the exception of September and December, which each have a single meeting. No Committee meetings have been scheduled in August, October or November in either Scenario.

Intergovernmental Affairs Committee (IGA), and Gas, Power and Telecommunications Committee (GPT) have been scheduled once monthly. In the New Scenario, these meetings have been scheduled on Wednesdays of non-Public Hearing weeks, except for September 08, and December 06 when IGA and GPT are “doubled-up”. In the Traditional Scenario, IGA and GPT are scheduled at their traditional times on Thursdays, with IGA in the first week and GPT in the second week of the month, except on September 07 and December 07, when “doubling-up” was required. In cases of two Committee meetings on the same day, the top Committee will meet at 9:30 a.m. and the bottom Committee at 1:00 p.m.

The Audit Committee Bylaw 48M2012 requires that the Audit Committee meet at least six times per year. At the request of the current Audit Committee Chair and the City Auditor, seven Audit Committee Meetings have been scheduled, excluding the months of February, May, August, October and November. In the New Scenario, these meetings have been scheduled on Wednesdays of non-Public Hearing weeks, except on Friday, July 28. In the Traditional Scenario, Audit Committee has been scheduled at its traditional time on Thursdays. Most dates are scheduled in the third week of the month, with the exception of July 27, September 14 and December 14.

Public Hearings and Calgary Planning Commission

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 Commission (CPC) meetings. Drivers for the integrated schedule were applicant timing considerations, application volume at any one public hearing meeting, and specific emphasis on managing volumes before and after “extended breaks” between public hearing meetings. Typically, there is an extended break during Council's summer recess, the holiday season, and in 2017 another extended break occurs due to the Municipal General Election.

The results of this work are Council Public Hearing and CPC schedules that reflect:

- *Public hearings:* Meetings typically spaced four or five weeks maximum apart, additional meetings booked during traditionally busier periods, and meetings booked as soon as possible both before and after extended breaks.
- *CPC meetings:* Scheduled such that two meetings typically “feed” each public hearing, compressed preparation and advertizing time frames will be applied in advance of public hearings prior to extended breaks, and CPC meetings will not be scheduled every two weeks where the subject CPC meeting does not advance the drivers noted above.
- *Administration (coordinated by PD Department):* A “master planning calendar” is being developed to anticipate and manage application volumes and timelines, planning applications not requiring Council approval (eg. development permits) will be planned such that their approval timing will not be delayed due to breaks in the CPC bi-weekly schedule and extended breaks between public hearing meetings, and a concerted effort will be put

toward ensuring preparation and advertising commitments are met during compressed preparation and advertising periods between CPC and Public Hearing Meetings.

During 2017, Administration (City Clerk's Office and PD Department) will monitor the integrated schedule, advise Council of any issues that arise during the course of 2017, and continue to seek improvements that can be applied to a proposed 2018 schedule.

The Calgary Planning Commission (CPC) currently schedules its meetings to occur on alternating Thursdays, commencing at 1:00 p.m. in the Council Chamber. Should Council adopt the New Scenario where Standing Policy Committees have been scheduled on Thursdays, CPC would change their meeting date to Mondays at 1:00 p.m. Should Council adopt the Traditional Scenario, no change to CPC meetings would occur.

Spring Break

Spring Break is scheduled for 2017 March 27 to 31, for both the Calgary Public School Board and the Calgary Separate School Board, and is clear of meetings.

FCM Conference

The Federation of Canadian Municipalities annual conference will occur in Ottawa, from 2017 June 01 to 04 and is clear of meetings.

Calgary Stampede

The Calgary Stampede will occur from 2017 July 07 to 15 and is clear of meetings.

Summer Break

As in previous years, August is clear of meetings, with the exception of a Combined Council Meeting scheduled on Tuesday, August 01 in the New Scenario.

Nomination Day and Municipal General Election

Section 30 (4) of the *Procedure Bylaw* states that, in the year of a Municipal General Election, no Regular Meeting shall be held between Nomination Day and the Organizational Meeting following the General Election.

Nomination day will be held on Monday, 2017 September 18 and the General Municipal Election will be held on Monday, 2017 October 16.

Organizational Meeting of Council

Section 192 (1) of the *Municipal Government Act* states that Council must hold an Organizational Meeting annually, not later than 2 weeks after the third Monday in October.

The Organizational Meeting – Part 1 (Swearing-In) has been scheduled on the first Monday following the General Election, 2017 October 23 at 1:30 p.m. in alignment with the new Swearing-In policy, and the Council-adopted Swearing-In ceremony format. Council may adopt changes to the ceremony format, but must do so no later than 2016 October 24 to be effective for the 2017 Swearing-In Ceremony. The Organizational Meeting – Part 2 (Boards, Commissions and Committees appointments) has been scheduled on Monday, 2017 October 30 at 9:30 a.m.

AUMA Conference

The Alberta Urban Municipalities Association annual conference will occur in Calgary, from 2017 November 22 to 24, and is clear of meetings.

Special Meeting of Council Re: Adjustments to the 2018 Business Plan and Budget

The Special Meeting of Council Re: Adjustments to the 2018 Business Plan and Budget has been scheduled for 2017 November 27 to 2017 December 01. This week has been kept clear of Committee meetings.

Christmas Break

Meetings in December have been scheduled to ensure that all committees will report to the last Regular Meeting in December, either through the normal reporting schedule or as urgent business item(s).