

Proposed Terms of Reference for the Council Calendar Task Force

Authority	The Council Calendar Task Force was established through Adoption of a Council Motion arising at the 2016 October 24, Organizational Meeting of Council with respect to Report M2016-0685.
Mandate	To review and report on recommendations for review of Workflow and Scheduling as it pertains to the 2017 Council Calendar for the months of April to December.
Composition	The Council Calendar Task Force is Composed of 4 members appointed by resolution of Council as follows: <ul style="list-style-type: none">• 3 Members of Council; and• 1 Representative of the Mayor's office
Term	Members are appointed for a term set to expire the day of the adoption of the 2017 Council Calendar for the Months April to December.
Quorum	3 Members
Chair	The Chair and Vice Chair must be elected by the Council Calendar Task Force at the first meeting.
Meetings	The Council Calendar Task Force will meet as required. Meetings will be called or cancelled at the call of the Chair. Notice of Meetings will occur in accordance with the City of Calgary Procedure Bylaw 44M2006, as amended.
Agenda Distribution	Hard copy agenda distribution is limited to Members of the Council Calendar Task Force and resource representatives. Electronic distribution will be provided to all Members of Council.
Committee Resources	City Administration as follows: <ul style="list-style-type: none">• City Clerk; and• General Manager Planning & Development (or designate)
Reports To	Council
Disbanding On	The Council Calendar Task Force will disband on approval of the 2017 Council Calendar