

2018 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 2018 Council Calendar.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Adopt the Council Calendar for the year 2018 as set out on Attachment 1; and
2. Direct that the Wholly-Owned Subsidiaries' Annual Shareholder Meetings in 2018 be scheduled as set out on Attachment 1.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2017 July 31 to August 02 Combined Meeting of Council, the recommendations in Report PFC2017-0433, Review of Council's Procedure Bylaw, were adopted, as amended and Bylaw 35M2017 was given three readings, as amended. Provisions in Bylaw 35M2017 which influenced the creation of a meeting calendar include:

1. There is no longer a requirement that Council must meet on Mondays; and
2. Eliminating the set time for reconvening for unfinished business for Council Meetings at 1:00 p.m. on the next business day.

At the 2016 October 03 and 04 Combined Meeting of Council, the recommendation in Report AC2016-0683, Audit Committee Bylaw Amendments was adopted and Bylaw 39M2016, Being a Bylaw of the City of Calgary to Amend Bylaw 48M2012, The Audit Committee Bylaw, was given three readings. This amendment to the Audit Committee Bylaw reduced the number of annual meetings of the Audit Committee to a minimum of 6 times per year.

At the 2015 October 19 Organizational Meeting of Council, the recommendations in Report M2015-0598, 2016 Council Calendar were adopted, as amended. These recommendations directed that the City Clerk include the tentative dates of Subsidiaries' Annual General Meetings for information only in future Council Calendar reporting. In 2016, those dates were provided in the body of the report but were not included in the calendar itself. This year, the Wholly-Owned Subsidiaries' Annual General Meetings have been moved directly onto the Council Calendar.

BACKGROUND

Meetings of Calgary City Council, Standing Policy Committees, and Standing Specialized Committees are included on the Council Calendar.

In November of 2018, Council will consider a new four-year Operating and Capital Budget Plan. More time has been set than in previous years to allow Council adequate time to meet to discuss this Plan.

The proposed 2018 Council Calendar poses a deliberate move toward scheduling Council meetings which focus solely on Public Hearings and planning matters separate from Regular Council Meetings.

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

Public Hearing Council Meeting

There are eleven Public Hearing Council Meetings scheduled. One Public Hearing Council Meeting is scheduled for each month except during the August break. They are scheduled as the first Council meeting of the month except for the month of April.

Public Hearing Council Meetings are scheduled for Mondays at 9:30 a.m. and the following Tuesday, if required, to reconvene at 9:30 a.m. The Meetings are scheduled to capture all planning matters for public hearing as well as planning matters not requiring a public hearing which could include reports from the SPC on Planning and Urban Development, and non-statutory public hearings on items if desired by Council. This should result in the planning items being dealt with on the agenda.

Regular Council Meeting

There are eleven Regular Council Meetings scheduled. One Regular Council meeting is scheduled for each month except during the August break. They are typically scheduled after the monthly Public Hearing Council Meeting.

Regular Council Meetings are scheduled for Mondays at 9:30 a.m. and the following Tuesdays are left free of other meetings in the event that Council needs to reconvene for unfinished items. The proposed time to reconvene for a Regular Council Meeting Day 2 is at 1:00 p.m. as it was in previous years. The Meetings are scheduled to capture all reports coming from the Administration, the Standing Policy Committees (SPC) and the Standing Specialized Committees (SSC) from at least two weeks prior. This will reduce the length of time before SPC and SSC reports are forwarded for Council consideration.

Strategic Council Meeting

Strategic Council Meeting is a form of Regular Council Meeting. They are strategic planning sessions for Council that are typically comprised of reports directly from Administration and specifically the Intergovernmental and Corporate Strategy (ICS) group.

There are eleven Strategic Council Meetings scheduled, an increase from previous years to accommodate increased strategic planning discussions related to the One Calgary Operating and Capital Budget Plan. One Strategic Council meeting is scheduled for each month except during the August break. They are typically scheduled on Wednesdays, the same week as the Regular Council Meetings except for the months of April and July. Due to the April school break and the July Calgary Stampede break, it was not ideal to keep the usual scheduling pattern so the Strategic Council Meetings were scheduled before the Public Hearing Council and Regular Meetings.

The Strategic Council Meeting scheduled for May 30 is only scheduled for the morning as May 31 is the start of the Federation of Canadian Municipalities Annual Conference in Halifax. Councillors will require the afternoon of May 30 to travel to Halifax in order to be present at the beginning of the Conference.

Standing Policy Committee (SPC) Meetings

There are four SPC types, and eleven meetings for each SPC scheduled. The proposed schedule of the SPCs are typically in this order: SPC on Planning and Urban Development,

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SPC on Community and Protective Services, SPC on Transportation and Transit and SPC on Utilities and Corporate Services.

The SPCs are primarily scheduled between Monday and Thursday in an effort to reduce delay of SPC reports being forwarded to Regular Council Meetings. A small number of SPCs were scheduled on Fridays, in months with more limited availability of suitable meeting dates.

Standing Specialized Committees (SSC) Meetings

There are fourteen Priorities and Finance Committee meetings, eleven Intergovernmental Affairs Committee and Gas, Power and Telecommunications Committee meetings each and eight Audit Committee meetings scheduled.

Efforts were made to schedule the Intergovernmental Affairs Committee and the Gas, Power and Telecommunications Committee on the same day as they are both traditionally shorter in duration and can be 'doubled-up' for efficiency.

Flexible Week

Flexible Weeks are days and/or weeks with no scheduled meetings on the Calendar but intended to be used as follows:

- **Special Council Meetings:** This will give the capacity to schedule ad-hoc Special Council Meetings pursuant to Section 17(4) of the Procedure Bylaw, 35M2017 and Section 194 of the *Municipal Government Act*. Given anticipated changes in federal and provincial legislation, it is expected that there will be a need to call additional Special Council Meetings to discuss such matters as public engagement, passing bylaws, policy discussions, etc. Examples of possible topics for discussions at Special Council Meetings include the legalization of cannabis during the April flexible week, City Charter and *Modernized Municipal Government Act* discussions during the May or September flexible weeks, and One Calgary discussions during the October flexible week.
- **Emergency Preparedness:** To conduct the annual emergency preparedness and responses training for Council members to be possibly scheduled during the February flexible week.
- **Constituents' week:** Opportunity for all Council members to work with their constituents.

The following events are noted on the Council Calendar and no Council and Committee meetings are scheduled:

- **Statutory Holidays:** There are twelve statutory holidays noted on the calendar. For the 2018 Canada Day, as July 1 is a Sunday, July 2 is the legal holiday pursuant to Section 2 of the *Holidays Act (Canada)*.
- **Christmas Break:** The proposed break for Christmas is January 1 to January 14 and December 24 to December 31. Committee meetings in December have been scheduled to ensure that all committees will report to the last Regular Meeting in December, either through normal reporting schedule or as urgent business item(s).
- **Spring Break:** The Calgary Board of Education scheduled spring break is from March 26 to March 30. The Calgary Catholic School District scheduled spring break is from April 02 to April 06.
- **FCM Conference:** The Federation of Canadian Municipalities Annual Conference will occur in Halifax, from May 31 to June 03.
- **Calgary Stampede:** The Calgary Stampede will occur from July 06 to July 15.

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- Summer Break: As in previous years, August is clear of meetings.
- AUMA Convention: The Alberta Urban Municipalities Association Convention will occur in Red Deer, from September 26 to September 28.

Additional Items Included That Were Not in Previous Council Calendars:

Calgary Planning Commission (CPC) meeting dates are not included on the Council Calendar, however, in cases where a CPC meeting is scheduled on the same day as an SPC Meeting and Priorities and Finance Committee (PFC) Meeting, they are now noted on the Council Calendar for Council's information only. The SPC or PFC meetings will commence at 9:30 a.m. and the CPC meetings will commence at 1:00 p.m. As both types of meetings are conducted in the Council Chamber, CPC was only 'doubled-up' with meetings that are usually short. Attachment 2 of this report contains the average meeting duration for each Council and Committee meeting type.

The start time for all meetings is at 9:30 a.m. but in cases where two Committees are on the same day, the first Committee will commence at 9:30 a.m. and the second Committee will commence at 1:00 p.m. The anticipated end time for all Committees as well as the Strategic Council Meeting is 4:30 p.m. Pursuant to Section 79 of the Procedure Bylaw 35M2017, if still in session, all meetings of Council and Council Committees must recess at 9:30 p.m. whether or not the order of business is complete.

There is a modest increase in the number of meetings scheduled compared to previous years. Attachment 2 of this report contains the number of meetings held for each Council and Committee meetings from 2014-2017.

Wholly-Owned Subsidiaries

Wholly-Owned Subsidiaries' Annual Meeting of Shareholders are now included in the Calendar for Council's approval. These dates are proposed to be scheduled on May 11, May 18 and June 08.

Stakeholder Engagement, Research and Communication

The City Clerk's Office engaged and collaborated with City internal business units, in preparing the draft 2018 Council Calendar.

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)

No social, environmental or external implications have been identified related to the recommendations in this report.

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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(S)

1. Attachment 1 – 2018 Council Calendar
2. Attachment 2 – 2014-2017 Average Meeting Duration (Hours) and Number of Meetings Held