

Chief Administrative Officer's Report to
Executive Committee
2025 February 11

ISC: UNRESTRICTED
EC2025-0082

Chief Administrative Officer's Year End Report

PURPOSE

This report informs Council, Calgarians, and employees on The City's various initiatives from Q2 to Q4 2024. It reflects and highlights key milestones, achievements and challenges encountered during this period and provides insights into the ongoing efforts to support Council's direction and advance their priorities. Looking ahead to 2025, this report signals a transition where council can anticipate focused updates that align with our commitment to transparency, accountability, and continuous improvement.

PREVIOUS COUNCIL DIRECTION

Attachment 1 contains background information and previous council direction.

RECOMMENDATIONS:

That Executive Committee recommends, Council receive this report and presentation for the corporate record.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The Chief Administrative Officer concurs with the recommendation in this report.

HIGHLIGHTS

- The City of Calgary is a large, complex organization, and it is important for Calgarians and members of Council to have line of sight from the Chief Administrative Officer into the work undertaken which advanced 2024 priorities.
- This report contains useful information in multiple attachments:
 - Better Every Day (Attachment 2), featuring a new layout to improve shareability, is a selection of stories that showcase work in priority areas. These stories help showcase the impact that City services have on the lives of Calgarians from the perspectives of citizens, employees, and partner organizations. This edition features three stories highlighting work in the areas of public safety, support for local business and housing.
 - A list of anticipated reports to Committees and Council 2025 (Attachment 3).
 - Previous Council motions from April to December 2024 (Attachment 4).
 - A list of Notices of Motion year-to-date in 2024 (Attachment 5).
 - A list of Administrative Inquiries to-date in 2024 (Attachment 6).
- Attachments 4-6 support increased transparency into the work directed by Council to Administration by providing a single source for sharing back motions and Notices of Motion, and Administrative Inquiries.
- A Full Time Equivalents summary (Attachment 7) includes City Administration and Calgary Police Service information as of 2024 December 31.
- The presentation (Attachment 8) includes reflections on accomplishments, highlights, and challenges including openings and groundbreakings on significant capital projects, as well as updates on priority areas. The presentation also includes forward looking information for 2025.

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DISCUSSION

Report Attachments

Additional information about the content found within the attachments is outlined below.

Better Every Day Q4 2024 – Attachment 2

This section shares a small selection of stories about City services told from the perspective of our employees, partner organizations, or citizens. The layout has been recently updated to make it easier to read and share. Focus areas include public safety, housing and support for local business.

Reports to Committee and Council 2025 – Attachment 3

The Executive Leadership Team maintains a calendar of reports, that are in development, to be presented to Committee and Council. This document details the schedule of reports and is subject to change. It does not include reports with dates that are still to be determined.

Council Motions April to December 2024 – Attachment 4

This attachment outlines all Motions passed by Council between April to December 2024.

Notices of Motion 2024 – Attachment 5

This attachment outlines Notices of Motion by members of Council to-date 2024.

Administrative Inquiries 2024 – Attachment 6

This attachment outlines Administrative Inquiries to-date in 2024.

Full Time Equivalents Summary – Attachment 7

The document provides an overview of budgeted full-time equivalents (FTEs) in City Administration and Calgary Police Service, for the end of the third and fourth quarters (September 30th and December 31st). An FTE is a full-time position (35 to 40 hours per week) or a combination of positions (in whole or in part) that provides the same number of work hours as a full-time position.

Presentation – Attachment 8

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

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IMPLICATIONS

Social, Environmental and Economic Implications

This report and its attachments support the advancement of Council's direction by helping to ensure a collective focus on shared priorities and objectives between Council and Administration. Future reporting will be combined with other corporate reporting for improved line of sight.

Service and Financial Implications

No anticipated financial impact

RISK

This report provides the opportunity to share insights on the operation of the organization directly with Council. This report, in combination with other corporate reporting, supports risk reduction by sharing information with Council.

ATTACHMENTS

1. Background and Previous Council Direction
2. Better Every Day Q4 2024
3. Reports to Council and Committee 2025
4. Council Motions April to December 2024
5. Notices of Motion 2024
6. Administrative Inquiries 2024
7. Full Time Equivalent
8. Presentation

Department Circulation

| | | |
|--------------------------|------------------------------|------------------------|
| General Manager/Director | Department | Approve/Consult/Inform |
| David Duckworth | Chief Administrative Officer | Approve |

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