

Law and Legislative Services
Organizational Meeting of Council
2017 October 22

ISC: UNRESTRICTED
C2018-1116

2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw

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, or participating in the meeting remotely, in order to adopt the 2019 Council Calendar.

Amendments to Procedure Bylaw 42M2018 will provide additional clarity to the order of business for Combined meetings of Council, and a process to delay the start of Council or Committee meetings when quorum may not be achieved due to an unforeseen emergency situation.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Adopt the 2019 Council Calendar for the 2019 calendar year as contained in Attachment 1; and
2. Give three readings to proposed Bylaw 42M2018 as contained in Attachment 2.

PREVIOUS COUNCIL DIRECTION / POLICY

Since the 2017 Organizational Meeting, the 2026 Olympic and Paralympic Assessment Committee was established on 2018 April 23 and the Event Centre Assessment Committee was established on 2018 May 28.

BACKGROUND

In accordance with Section 193(1) of the *Municipal Government Act*, Council establishes its meeting schedule for the upcoming year at its annual Organizational Meeting. With approval and posting on the website of the 2019 Council Calendar, the general public will have notice of Council or Committee regularly scheduled meetings for 2019.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The City Clerk's Office consulted with numerous internal stakeholders on the scheduling of Council and Committee meetings for 2019. The Mayor's Office and a working group of five Councillors provided ongoing advice throughout the development of the calendar. The City of Calgary's Administration Leadership Team and several business units were also consulted in preparing the Calendar.

1. Council Calendar

a) Council Meetings

In the proposed 2019 Council Calendar, all Public Hearing and Regular meetings of Council occur as Combined meetings of Council, which include a Public Hearing portion and a Regular portion in the same meeting. Combined meetings of Council will be scheduled on Mondays, with Tuesday at 1:00 p.m. as an overflow day. Feedback during consultation suggested concern with

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the need to hear regular and urgent business at Public Hearings. Procedure Bylaw amendments have been drafted to improve the order of business for Combined meetings.

Feedback during consultation noted that the length of time between reports being heard at Committee and Council may cause a delay in completing work plans. To reduce the time between reports being heard at Committee and Council, 2019 meetings of Council will be scheduled every three weeks, instead of monthly. As a result of this change, there will be 15 Combined Council meetings scheduled in 2019.

Strategic Council meetings are comprised of items previously identified by Council requiring more time for information sharing and discussion than is allotted for items to be heard generally during a regular meeting. In 2019, there are 11 Strategic meetings scheduled. Starting in 2019, the first Strategic meeting of Council of the year is a planning session for Council to determine its strategic goals for the year-ahead (noted as SC-P on the Council Calendar). The November 12 Strategic meeting is designated for the overview and release of the Adjustments to the 2020 One Calgary Service Plans and Budgets (noted as SC-B on the Council Calendar) that will be considered the week of November 25.

There are five Special meetings of Council scheduled in 2019. Three meetings are specifically for holding the City's Wholly-Owned Subsidiaries' Annual Meetings of Shareholders. The dates proposed are April 15, May 06, and June 24. One special meeting is reserved for Boards, Commissions and Committees (BCCs) of Council on March 04. This will be an opportunity for Council to discuss any specific BCCs work plans or invite any BCCs to that meeting to discuss annual progress. The final Special meeting is to deliberate the Adjustments to the 2020 One Calgary Service Plans and Budgets scheduled to begin on November 25 and conclude on November 29.

b) Standing Policy Committees (SPCs)

To provide greater predictability in terms of scheduling, Wednesdays are designated exclusively for Standing Policy Committee meetings and generally maintain the same order throughout the year. The order of SPCs are as follows:

- 1st Wednesday of the month: Utilities and Corporate Services
- 2nd Wednesday of the month: Community and Protective Services
- 3rd Wednesday of the month: Planning and Urban Development
- 4th Wednesday of the month: Transportation and Transit

The Civic Partners Committee Meeting is scheduled for May 07.

c) Standing Specialized Committees

To provide greater predictability in terms of scheduling, Standing Specialized Committees will generally meet monthly on a Tuesday or a Thursday, however, in months with limited availability of suitable meeting dates some meetings are scheduled on Fridays. Priorities and Finance Committees meetings are scheduled to meet once a month on Tuesdays. As a result of the three-week Combined Meeting of Council cycle, Priorities and Finance Committee meetings do not meet on a set Tuesday of the month but will generally meet in the first half of the month.

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There are 11 Intergovernmental Affairs and Gas Power and Telecommunications Committee Meetings, respectively. Both Committees are scheduled to meet on the second Thursday of the month.

Audit Committee is specifically scheduled to meet on April 23 to ensure The City's year-end financial statements are submitted to the provincial government prior to the May 01 deadline.

d) Other Committees and General Information

For the first time, the schedule for the Calgary Planning Commission (CPC) is being set by Council through the approval of the Council Calendar. CPC will move away from meeting every two weeks and begin meeting on the first and third Thursday of the month. This change is designed to reduce the scheduling conflicts for both Councillor members of CPC and for use of the Council Chamber. CPC meetings will continue to meet at 1:00 p.m. and have meetings from January to December, including two meetings in the month of August.

The start time for all meetings is at 9:30 a.m. In cases where there are two Committees meeting 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. Breaks, holidays, events and conferences are indicated in pink shading where no Council or Committee meetings have been scheduled.

2. Procedure Bylaw Amendments

Three amendments are being proposed to the Procedure Bylaw 42M2018.

The first amendment would result in a re-organization of the Order of Business for Combined meetings. Following approval of the agenda, Council would select items to be discussed from the consent agenda. Those items not selected would be passed with a single approval omnibus motion. Items selected for further discussion, would be heard following the conclusion of the Public Hearing. Notices of Motion have been added to the regular portion of the Combined meetings.

The second amendment would be to move Question Period to be scheduled as the first item of business following the 12:00 p.m. recess. This would allow some Public Hearing items to be heard prior to question period occurring. Question Period is still limited to 15 minutes and maximum three questions.

The final amendment, is a new requirement, to allow the Chair of a Council or Committee to suspend Section 55 of the Procedure Bylaw and pre-emptively recess a meeting, in person or remotely, before the start of the meeting. This is only to be used in the case of an emergency or when the Emergency Operations Centre is activated. The Clerk, in consultation with the Chair, will send an electronic communication to all Council Members informing them of the recess and the City Clerk will notify the public via the Council/Committee webcast.

Stakeholder Engagement, Research and Communication

In preparing the proposed 2019 Council Calendar and amendments to the Procedure Bylaw, the City Clerk's Office engaged and collaborated with:

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- Administration including Senior Executive Assistants, BCC resource staff, ICS, Finance, Office of Partnerships, and the Administrative Leadership Team;
- Council including CCCO, Council Calendar Working Group and the Mayor's Office;
- Members of the Calgary Planning Commission;
- The City Auditor's Office; and
- Law and Legislative Services Department

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 and Committee Meetings on specified dates, times and places through the Council Calendar 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.

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. Councillors who are unable to attend the 2018 October 22 Organizational Meeting may participate remotely.

REASONS FOR RECOMMENDATIONS

Adoption and publication of a Council Meeting schedule for the upcoming year ensures an efficient and transparent notification process which meets legislated requirements.

Amendments to the Procedure Bylaw will provide additional clarity to the order of business for Combined Meetings of Council. The amendments will also allow for Council and Committee Meetings to commence in the event quorum cannot be met due to emergency situations.

ATTACHMENT(S)

1. Attachment 1 – 2019 Council Calendar
2. Attachment 2 – Bylaw 42M2018