



2022 COUNCIL CALENDAR

RECOMMENDATION

That Administration proceed with drafting a 2023 Council and Committee calendar as outlined in Option 1 of the June 22, 2022, Office of the City Clerk report OCC01249, and return to Council with a draft calendar for review prior to the Organizational Meeting in October 2022.

Report Purpose

Request for decision.

Council Services Committee is being asked to provide feedback on the 2023 Council and Committee meeting schedule.

Executive Summary

City Council's Organizational meeting is held in October each year as legislated by the *Municipal Government Act* (MGA) and Bylaw 18155 - Council Procedures Bylaw. The Bylaw states:

"(7) No later than 14 days after the 3rd Monday in October of each year, Council must hold an organizational meeting to: (b) set dates, times, and locations for regularly scheduled Council and Standing Committee meetings for the upcoming year".

Administration is seeking feedback from Council Services Committee on the Council meeting schedule to date to determine what changes, if any, are needed to improve the Council's meeting schedule in 2023.

REPORT

Council Calendar Development Process

Section 7 of Bylaw 18155 - Council Procedures Bylaw, states that in October of each year, Council must hold an organization meeting to set the dates, times and locations for regularly scheduled Council and Standing Committee meetings for the upcoming year.

This report seeks feedback on the October 2021 to-date Council and Committee meeting schedule to determine what changes, if any, would be helpful in drafting the 2023 Council calendar.

2022 COUNCIL CALENDAR FEEDBACK

Administration starts compiling information to inform the next year's Council calendar in the spring, bringing a report to the Council Services Committee for feedback on any changes that need to be made for the upcoming calendar. The feedback from Council Services Committee will then be incorporated into a full draft calendar that will be presented to a Council meeting.

The draft calendar will be circulated with Administration as well as external boards for input and to identify any potential conflicts.

The final 2023 calendar will be presented at the October 17, 2022, City Council (Organizational) meeting for decision. Any changes may be incorporated into the final calendar at that time. Once approved, the calendar is set and shared on edmonton.ca/meetings.

Subsequent calendar changes can be:

- passed by motion based on Administration's recommendation brought forward in a Council report;
- by motion or motion without customary notice; or
- by call of meeting notice.

Current Committee/Council Schedule

At the Inaugural meeting on October 26, 2021, City Council approved the October to December 2021 and 2022 Council and Committee calendar.

The current calendar rotates Council and Committee meetings biweekly.

Other meetings on the calendar include:

- Audit Committee
- Non-regular Audit Committee
- City Manager City Auditor Performance Evaluation Committee
- Council Services Committee
- Emergency Advisory Committee
- Utility Committee
- Special City Council
- Non-Regular City Council

While the schedule is designed to have Thursday and Friday free of scheduled meetings, both days are regularly taken up with overflow or additional meetings. The number of days per week in meetings ranges from three to five and there can be anywhere from three to eight separate meetings in one week.

Recommended 2023 Council Calendar Design Principles

Principle 1: Three primary Standing Committees (Monday, Tuesday, Wednesday)

Principle 2: Infrequent Standing Committees and extra Council (Monday, Tuesday, Wednesday)

2022 COUNCIL CALENDAR FEEDBACK

- Rather than adding extra Committee meetings into the regular Committee week, an extra Committee week is added to accommodate the following:
 - Audit Committee;
 - City Manager and City Auditor Performance Evaluation Committee;
 - Council Services Committee;
 - Emergency Advisory Committee;
 - Utility Committee; and
 - Non-regular/Special City Council meetings.

Principle 3: City Council has two full days (Tuesday and Wednesday)

- City Council moves back to Tuesday.
- Council is two full days back-to-back for better meeting flow.

Principle 4: City Council Public Hearing timing moved back to Monday

- Moves to Monday and hours remain 1:30 to 9:30 p.m.

Principle 5: Civic agency appointment items not added to regular meetings

- These activities would be scheduled outside the regular meeting schedule, including annual spring recruitment and one-off recruitments, which would be scheduled at special meetings. E.g. Edmonton Police Commission recruitment would be scheduled at a special meeting during Week 2 rather than during a regular Council meeting.

Principle 6: No meetings scheduled on Thursdays or Fridays except after long weekends

- Numerous external boards meet on Thursdays.
- When there is a public holiday on a Monday, the schedule is shifted to start on a Tuesday, then Wednesday and Friday. Thursday should remain free for external board meetings/shareholder meetings.

Principle 7: Recess weeks remain the same for 2023

- For 2022, 12 recess weeks were scheduled as follows:
 - Winter Recess: Four weeks (end Dec/beginning of Jan);
 - Federation of Canadian Municipalities Board of Directors Meeting: One week at the beginning of March;
 - Edmonton Public School Spring Break;
 - Spring holidays: One week in at the beginning of May;
 - Summer Recess: Four weeks (second week of July to the first week of August);

2022 COUNCIL CALENDAR FEEDBACK

- Alberta Urban Municipalities Association (AUMA) Annual Convention: One week in September; and
- Fall Recess: One week.

Principle 8: Inclusion and Accessibility

- Meetings are not held on statutory holidays or high holidays as determined by the City Chaplain.
- Meetings during Ramadan scheduled to adjourn at 9 p.m.

Recommendation and Options

Option 1: Administration is recommending building the 2023 Council Calendar based on the eight principles outlined above.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1: Primary Standing Committee Meetings	Community and Public Services Committee	Agenda Review Committee (ARC)/ Urban Planning Committee	Executive Committee		
Week 2: Infrequent Standing Committee and Non-Regular Council as needed	<ul style="list-style-type: none"> ● Agenda Review Committee ● Audit Committee and Non-regular Audit Committee ● City Manager and City Auditor Performance Evaluation Committee ● Council Services Committee ● Emergency Advisory Committee ● Utility Committee ● Non-regular/Special City Council 				
Week 3: City Council Public Hearing and City Council	Land Use Public Hearing	ARC/ Council Day 1	Council Day 2		

Council and Committee meetings operate on a three-week cycle.

Week one is Primary Standing Committee meetings.

2022 COUNCIL CALENDAR FEEDBACK

- a. Monday: Community and Public Services Committee
- b. Tuesday: Urban Planning Committee
- c. Wednesday: Executive Committee

Week two is scheduled for infrequent Standing Committee and Non-Regular Council as needed.

- d. Audit Committee
- e. City Manager and City Auditor Performance Evaluation Committee
- f. Council Services Committee
- g. Emergency Advisory Committee
- h. Utility Committee
- i. Non-regular/Special City Council (e.g. for Civic Agencies)

Week three is City Council Public Hearing and City Council (2 days).

Option 2: Not recommended (Status Quo - Two-Week Cycle)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Community and Public Services Committee	Agenda Review Committee (ARC)/ Urban Planning Committee	Executive Committee	External Board Mtgs and often Committee or Council	Other Committees/ Council as required
Week 2	Council	ARC/ Other Committees/ Land Use Public Hearing	Council continuation	External Board Mtgs And often Committee or Council	Other Committees/ Council as required

Council and Committee meetings rotate biweekly. Week one consists of the Standing Committees. Week two consists of City Council and City Council Public Hearing. All other Standing Committee meetings are scheduled regularly throughout the year. This option reflects the Administration's current method of developing the Council and Committee schedule.

Option 3: Not recommended (Four-Week Cycle)

Council and Committee meetings operate on a four-week cycle. Weeks one and two are Standing Committee meetings. Weeks three and four are for any necessary City Council and City Council

2022 COUNCIL CALENDAR FEEDBACK

Public Hearings. Any other required Standing Committee meetings would be scheduled on an ad hoc basis.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1: Primary Standing Committee Meetings	Community and Public Services Committee	Agenda Review Committee (ARC)/ Urban Planning Committee	Executive Committee		
Week 2: Infrequent Standing Committee and Non-Regular Council as needed	Land Use Public Hearing	<ul style="list-style-type: none"> • Agenda Review Committee • Audit Committee and Non-regular Audit Committee • City Manager and City Auditor Performance Evaluation Committee • Council Services Committee • Emergency Advisory Committee • Utility Committee • Non-regular/Special City Council 			
Week 3: City Council Public Hearing and City Council	Council/Committee as required as per week 2	ARC/ Council Day 1	Council Day 2		
Week 4:	Land Use Public Hearing	ARC/Council Day 3	Council Day 4		

ATTACHMENTS

1. Meeting Statistics 2020 - 2021
2. Meeting Statistics 2021 - 2022 (Post election)

2022 COUNCIL CALENDAR FEEDBACK