



2023 COUNCIL AND COMMITTEE CALENDAR - DRAFT

RECOMMENDATION

That Administration proceed with preparing the 2023 Council and Committee calendar as drafted in Attachment 1 of the August 16, 2022, Office of the City Clerk report OCC01362 and return to the October 17, 2022, Organizational City Council meeting for approval.

Report Purpose

Council decision required

Previous Council/Committee Action

At the June 22, 2022, Council Services Committee meeting, the following motion passed:

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, including the timing of City Council Public Hearings to be 9:30 a.m. to 5 p.m., and return to Council with a draft calendar for review prior to the Organizational Meeting in October 2022.

Executive Summary

This report presents a draft 2023 Council and Standing Committee meeting calendar for Council review and feedback. Administration will return to the Organizational City Council meeting in October with a final version for approval.

REPORT

This report presents a draft 2023 Council and Committee schedule (Attachment 1) as per the discussion at the June 22, 2022, Council Service Committee meeting. The calendar incorporates the changes in Option 1 as outlined in the June 22, 2022, Office of the City Clerk report OCC01249.

In May 2022, departments were asked to provide input into the development of the 2023 Council and Committee schedule. Those requests are accommodated where possible. The information

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provided in the External Boards and Key Dates Calendar is accurate as of July 5, 2022. Administration will continue to add information as it becomes available.

On June 22, 2022, Administration presented eight recommended design principles as follows:

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

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

- 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. (Office of the City Clerk recommendation.)

Note: Direction from Council Services Committee is to change the time to 9:30 a.m. to 5 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. For example, 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.

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- 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.
- Please note: there are a number of exceptions (see Attachment 5).

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);
 - 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.

In adhering to Principle 8: Inclusion and Accessibility, there are exceptions to Principle 6 with meetings scheduled on Fridays during holiday weeks. There are further instances where Principle 6 can not be adhered to due to timelines, reporting requirements and key dates, leading to busier months: April, November and December. (See Attachment 5.)

Preparing the draft calendar

In addition to the eight principles listed above, there are additional scheduling considerations: civic agency appointment timing requirements; financial reports; audit reporting; Supplemental Operating and Capital Budget Adjustments; tax bylaws and Community Revitalization Levy (CRL) Bylaws as well as the External Boards that also require Council's time.

Recognizing that the preparation of the draft calendar for 2023 is different than previous years, Administration has reviewed the statistics of Council meetings. The information gathered is outlined in Attachments 3 and 4. The data is gathered manually and every effort is made to ensure consistency between calendar years.

ATTACHMENTS

1. Draft 2023 Council and Committee Calendar

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2. Draft 2023 Council and Committee Calendar including External Boards, Key Dates and Holidays
3. Statistics - Meetings by Year and Type 2020-2023
4. Statistics - Monthly Meeting Statistics 2021-2022
5. 2023 Thursday and Friday Meeting Details