



## 2023 COUNCIL AND COMMITTEE MEETING CALENDAR

### RECOMMENDATION

That the 2023 Council and Committee Meeting Calendar, as set out in Attachment 1 of the October 17, 2022, Office of the City Clerk report OCC01224, be approved.

*Clerk's note: In accordance with section 193(1) of the Municipal Government Act, this calendar can only be approved if all Members of Council are present. A simple majority is required to approve the calendar.*

### Report Purpose

**Council decision required.**

### Previous Council/Committee Action

At the August 16, 2022, Council Services Committee meeting, the following motion was passed:

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 with the following changes:

1. Move the March 7, 2023, Urban Planning Committee Non-Regular to March 6, 2023.
2. Move the March 6, 2023, Utility Committee to March 7, 2023.
3. Week of May 29, 2023, shifts to meetings Tuesday, Wednesday, Thursday to accommodate Federation of Canadian Municipalities.
4. Adjust the summer recess weeks as per the discussion at the August 16, 2022, Council Services Committee meeting.
5. Consider running concurrent meetings for shortlistings and interviews on Wednesdays, where possible.
6. Review the list of observances with the City Chaplain.

### Executive Summary

This report presents the 2023 Council and Committee meeting calendar for approval at Council's organizational meeting. Bylaw 18155, Council Procedures Bylaw, requires that Council establish a schedule of Council and Standing Committee meetings at its organizational meeting. The

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*Municipal Government Act* requires that all Councillors be present for this item. The recommendation requires a majority vote to pass.

### REPORT

This report presents the January 1, 2023, to December 31, 2023, Council and Standing Committee Meeting Schedules for Council approval. In accordance with Bylaw 18155, Council Procedures Bylaw, Council must approve its schedule of Council and Committee meetings for the upcoming year at its organizational meeting.

Section 7 of Bylaw 18155, Council Procedures 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;

Section 193(1) of the *Municipal Government Act* states:

A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

The Council and Committee Meeting Calendar set out in Attachment 1 was circulated to Administration for review and comment between August 19, 2022, and September 23, 2022.

For the 2023 calendar, the following breaks have been scheduled:

- March 27 to 31, 2023 - Spring break
- May 23 to 26, 2023 - Federation of Canadian Municipalities Annual Conference
- July 17 to August 11, 2023 - Summer recess
- September 25 to 29, 2023 - Alberta Municipalities Annual Convention
- November 14 to 17, 2023 - Remembrance Day week
- Winter recess starting December 25, 2023

Many external boards have not yet finalized 2023 schedules. The available scheduling information from these boards and other key dates are shown in orange with holidays in red in Attachment 2, and are provided for information only. The 2023 Federation of Canadian Municipalities Annual Conference is tentatively scheduled for May 25 to 28, 2023. The Alberta Municipalities Annual Convention is scheduled for September 27 to 29, 2023.

The 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](http://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, subject to *Municipal Government Act* requirements.

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## Design Principles for 2023

At the June 22 and August 16, 2022, Council Services Committee meetings, 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 as required.

### **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/shareholder meetings.

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### Principle 7: Recess weeks remain the same for 2023

- For 2022, 12 recess weeks were scheduled.

### 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.

### Other Considerations for 2023

In addition to the eight principles listed above, the following scheduling requirements were considered:

- Civic agency appointment timing requirements;
- Financial reports;
- Audit reporting;
- Supplemental Operating and Capital Budget Adjustments;
- City Council Public Hearing needs;
- Tax bylaws and Community Revitalization Levy (CRL) Bylaws; and
- District Planning and Zoning Bylaw and Map.

Council Services Committee provided feedback at the June 22, 2022, and August 16, 2022, meetings. Administration incorporated the following into the 2023 Council and Committee Meeting Calendar based on these discussions:

- City Council Public Hearings on Mondays from 9:30 a.m. to 5 p.m.
- Non-regular Committee meetings for civic agencies recruitment overlap days, where appropriate: April 21, 2022, Executive Committee Non-regular moved to April 18, 2022.
- March 6, 2022, Utility Committee and March 8, 2022, Executive Committee - Non-regular dates swapped to accommodate Federation of Canadian Municipalities attendance.
- Meetings the week of May 29, 2022, shifted by one day to accommodate the Federation of Canadian Municipalities Conference.
- Summer recess moved to start one week later and meetings moved to resume the week after Heritage Day long weekend.
- Standing Committee weeks of Community and Public Services Committee, Urban Planning Committee and Executive Committee remain in the same order.

The following changes were made to accommodate City Council Public Hearings needs:

- January 23, 2023, Utility Committee moved to January 30, 2023, and the January 30, 2023, City Council Public Hearing moved to January 23, 2023.
- Standing Committees the week of February 6 to 10, 2023, have been shifted by one day and a City Council Public Hearing has been scheduled on February 6, 2023.
- February 8, 2023, Executive Committee has been moved to February 15, 2023.

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- A City Council Public Hearing has been scheduled on May, 29, 2023, from 1:30 p.m. to 9 p.m.
- The June 26, 2023, Community and Public Services Committee - Non-regular for Youth Council Interviews has been moved to June 15, 2023.
- A City Council Public Hearing has been scheduled on June 26, 2023, from 9:30 a.m. to 5 p.m.
- The July 4, 2023, City Council Public Hearing has been moved to July 10, 2023.
- The July 5, 2023, City Council has been moved to July 4, 2023, with continuation on July 5, 2023.
- The October 20, 2023, City Council - Non-regular and Code of Conduct Sub-Committee have been moved to October 23, 2023.
- The October 23, 2023, City Council Public Hearing has been moved to November 6, 2023.
- The back-up date for the City Council Public Hearing for Zoning Bylaw and Map (if required), has been changed from November 24, 2023, to December 18, 2023, to accommodate advertising requirements.
- The City Council Non-Statutory Public Hearing for Budget continuation (if required), on December 5, 2023, has been removed.
- A regular City Council Public Hearing has been added on December 5, 2023, from 9:30 a.m. to 5 p.m.
- The Winter Recess has been moved by one week to accommodate the back-up date for the City Council Public Hearing meeting for Zoning Bylaw and Map (if required).

## ATTACHMENTS

1. 2023 Council and Committee Meeting Calendar
2. 2023 Council and Committee Meeting Calendar including External Boards, Information Sessions, Key Dates and Public Holidays
3. Statistics - Meetings by Year and Type 2020-2023
4. Statistics - Monthly Meeting Statistics 2021-2022
5. 2023 Thursday and Friday Meeting Details