



Office of the City Clerk

Edmonton

2024 Council and Committee Meeting Calendar

Draft for Council Feedback

Office of the City Clerk
edmonton.ca/meetings

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Objectives

- Legislative requirements for establishing a meeting schedule
- Process used to draft 2024 Council and Committee Meeting Calendar
- Eight design principles
- Feedback received to date

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Requirements

- The *Municipal Government Act* requires municipal councils to hold an organizational meeting each year. It also requires that all councillors be present at meetings where decisions on regularly scheduled council meetings are made.
 - *192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.*
 - *193(1) 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.*

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Requirements continued...

- Bylaw 18155, Council Procedures Bylaw, requires City Council to hold an organizational meeting each fall for specific purposes:

7. No later than 14 days after the 3rd Monday in October of each year, Council must hold an organizational meeting to:

- (a) Appoint a deputy Mayor and acting Mayor so that: (i) only one Councillor will hold each office at any one time, and (ii) each office will be filled at all times)*
- (b) set dates, times, and locations for regularly scheduled Council and Standing Committee meetings for the upcoming year*
- (c) Appoint Councillors as members of Standing Committees as prescribed by the Council Committees Bylaw, and*
- (d) Deal with any other business included in the notice given for the organizational meeting.*

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Process



Drafting

Draft calendar using design principles



Consultation

Internal and external stakeholders consulted



Feedback

August 22, 2023, City Council meeting



Approval

October 24, 2023, City Council (organizational) meeting

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Drafting Principles

1. Three main Standing Committee meeting days (Monday, Tuesday, Wednesday)
2. Less frequent Standing Committee and City Council Non-Regular (Monday, Tuesday, Wednesday).
3. City Council has two full days (Tuesday and Wednesday)
4. City Council Public Hearing on Monday
5. Civic agency appointment items not added to regular meetings
6. No meetings scheduled on Thursdays or Fridays except after long weekends
7. Same number of recess weeks *
8. Inclusion and accessibility

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Consultation

- City Council
- Administration
- External agencies and organizations

Questions

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