



## 2024 COUNCIL AND COMMITTEE MEETING CALENDAR

### DRAFT FOR COUNCIL FEEDBACK

#### RECOMMENDATION

That the August 22, 2023, Office of the City Clerk report OCC01901, be received for information.

#### Report Purpose

**For Information.**

#### Executive Summary

This report provides the draft 2024 Council and Committee meeting calendar for feedback at the August 22, 2023, City Council meeting. The purpose of this report is to gather any feedback before the final 2024 Council and Committee meeting calendar is presented for decision at the October 24, 2023, City Council organizational meeting.

The *Municipal Government Act* (MGA) requires that all Councillors be present for consideration of this item at the organizational meeting. A simple majority vote is required to approve the calendar. Section 193(1) of the MGA 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 2024 Council and Committee meeting calendar details all regularly scheduled City Council, City Council Public Hearing and Standing Committee meeting dates, times and locations from January 1, 2024 to December 31, 2024.

#### REPORT

##### Draft Calendar

A draft 2024 Council and Committee meeting calendar has been prepared for Council feedback. It is presented in four different formats:

- Attachment 1 presents the draft 2024 Council and Committee meeting calendar in a high-level monthly format.

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- Attachment 2 presents the draft 2024 Council and Committee meeting calendar in a detailed weekly format.
- Attachment 3 presents the draft 2024 Council and Committee meeting calendar in a high-level monthly format, and also includes External Boards, Information Sessions, Key Dates and Public Holidays.
- Attachment 4 presents the draft 2024 Council and Committee meeting calendar in a detailed weekly format, and also includes External Boards, Information Sessions, Key Dates and Public Holidays.

Development of the draft 2024 Council and Committee meeting calendar began in May 2023. A draft calendar was circulated to Administration and the Office of the City Auditor for feedback between July 10, 2023, and July 31, 2023.

Further, in June 2023, Council was asked for feedback on the 2023 Council and Committee calendar. Feedback, in general, supports the design principles below.

### Design Principles

The 2024 Council and Committee meeting calendar was prepared using the principles below, which were endorsed at the June 22 and August 16, 2022, Council Services Committee meetings:

| # | Principle  | Description  |
|---|--|--|
| 1 | Three main Standing Committee meeting days (Monday, Tuesday, Wednesday)                    | The three main Standing Committees are Community and Public Services Committee, Executive Committee and Urban Planning Committee. A regular committee week is used to schedule these Standing Committee meetings every three weeks.  |
| 2 | Less frequent Standing Committee and City Council Non-Regular (Monday, Tuesday, Wednesday) | A second Committee week is used to schedule other Standing Committee and City Council Non-Regular meetings every three weeks, including: <ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• City Auditor Recruitment Committee (added for 2024)</li> <li>• City Manager and City Auditor Performance Evaluation Committee</li> <li>• Council Services Committee</li> <li>• Emergency Advisory Committee</li> <li>• Utility Committee</li> <li>• City Council Non-Regular</li> </ul> |
| 3 | City Council has two full days (Tuesday and Wednesday)                                     | A Council week is used to schedule City Council and City Council Public Hearings every three weeks. City Council meetings begin on Tuesday and continue on Wednesday.  |
| 4 | City Council Public Hearing on Monday  | City Council Public Hearing meetings are on the Monday of the above mentioned Council week and are held from 9:30 a.m. to 5 p.m.   |

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|---|--|---|
| 5 | Civic agency appointment items not added to regular meetings             | Civic agency activities, such as the annual spring recruitment process and one-off recruitments and appointments, are scheduled on non-regular meetings where possible. This may require Council and Committee to occasionally meet on Thursdays, Fridays or evenings.                              |
| 6 | No meetings scheduled on Thursdays or Fridays except after long weekends | Scheduling meetings on Thursdays and Fridays is avoided where possible, except after long weekends or when there are extenuating circumstances. When there is a public holiday on a Monday, the schedule is shifted to start on a Tuesday.<br><br>External organizations usually meet on Thursdays. |
| 7 | Recess weeks   | In 2023, 12 recess weeks were scheduled. One additional week has been added to the summer recess in 2024.   |
| 8 | Inclusion and accessibility  | Meetings are not scheduled on statutory holidays or high holidays. Meetings scheduled during Ramadan adjourn by 9 p.m.  |

### Recess Weeks

The following recess weeks are in the draft 2024 Council and Committee meeting calendar:

- January 1 to January 12, 2024 - winter recess continues
- March 25 to March 29, 2024 - spring break
- June 3 to June 7, 2024 - Federation of Canadian Municipalities Annual Conference
- July 8 to August 9, 2024 - summer recess
- September 23 to September 27, 2024 - Alberta Municipalities Annual Convention
- November 11 to November 15, 2024 - Remembrance Day week
- December 23 to December 31, 2024 - winter recess begins

### External Boards, Information Sessions and Key Dates

Attachment 8 lists external stakeholders consulted as part of the meeting calendar production process. Administration contacted various agencies, boards, commissions and external stakeholders to identify key dates for the 2024 calendar year. Some have not yet finalized 2024 schedules. Both confirmed and tentative dates are reflected in the 2024 Council and Committee meeting calendar.

### Public and High Holidays

Public and high holidays for the 2024 calendar year were identified with the assistance of the former City Chaplain and the City's Diversity and Inclusion team.

### Other Considerations

## **2024 COUNCIL AND COMMITTEE MEETING CALENDAR - DRAFT FOR COUNCIL FEEDBACK**

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

- Civic agency reporting, recruitment and appointment requirements
- Financial reporting
- Audit reporting
- Supplemental Operating and Capital Budget Adjustments
- City Council Public Hearing
- Tax bylaws and Community Revitalization Levy (CRL) Bylaws
- District Planning City Council Public Hearing

It was also noted that Standing Committee appointments will change on June 30, 2024. The draft meeting calendar allows for a smooth transition in these appointments.

### **ATTACHMENTS**

1. 2024 Council and Committee Calendar - monthly format
2. 2024 Council and Committee Calendar - weekly format
3. 2024 Council and Committee Meeting Calendar - monthly format, including External Boards, Information Sessions, Key Dates and Public Holidays
4. 2024 Council and Committee Meeting Calendar - weekly format, including External Boards, Information Sessions, Key Dates and Public Holidays
5. Annual Meeting Statistics by Type 2021-2024
6. Monthly Meeting Statistics by Type 2021-2023
7. Justification for Thursday and Friday Meeting
8. External Stakeholders Consulted