



2024 COUNCIL AND COMMITTEE MEETING CALENDAR

RECOMMENDATION

That the 2024 Council and Committee Meeting Calendar, as set out in Attachment 1 of the October 24, 2023, Office of the City Clerk report OCC01901rev, 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

For Council decision.

Previous Council/Committee Action

At the August 22, 2023, City Council meeting, the following motion was passed:

That the the August 22, 2023, Office of the City Clerk report OCC01901, be referred back to Administration to consider the following changes:

- Adjust the week of October 14, 2024, by moving up the schedule by one week,
- Adjust the weeks of November 11 and November 18, 2024, in consultation with the budget office,
- Adjust the June 10, 2024, City Council Public Hearing to be from 1:30 p.m. - 9 p.m.

Executive Summary

This report provides a revised 2024 Council and Committee meeting calendar for Council 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. 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.

2024 COUNCIL AND COMMITTEE MEETING CALENDAR

Bylaw 18155 - Council Procedures Bylaw requires that Council approve the Council and Committee meeting calendar at its organizational meeting each year. Section 7 of Bylaw 18155 states:

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.*

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

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

In June 2023, Council was asked for feedback on the 2023 Council and Committee calendar. Feedback, in general, supported the design principles outlined in this report.

A draft 2024 Council and Committee meeting calendar was presented to Council for feedback at the August 22, 2023, City Council meeting. Feedback received included:

- Adjust the week of October 14, 2024, by moving up the schedule by one week.
- Adjust the weeks of November 11 and November 18, 2024, in consultation with the budget office.
- Adjust the June 10, 2024, City Council Public Hearing to be from 1:30 p.m. - 9 p.m.
- Inform external agencies, boards, commissions and organizations about any known scheduling conflicts with dates they submitted as part of the calendar drafting process.

The following changes were incorporated as a result of Council's feedback:

- June 10, 2024, City Council Public Hearing from 9:30 a.m. - 5 p.m. was changed to 1:30 p.m. - 9 p.m.
- October 15, 2024, City Council - Non-Regular (Intergovernmental) from 9:30 a.m. to 12 p.m. was moved to October 4, 2024, City Council - Non-Regular (Intergovernmental) from 9:30 a.m. to 12 p.m.

2024 COUNCIL AND COMMITTEE MEETING CALENDAR

- November 18, 2024, City Council Public Hearing from 9:30 a.m. - 5 p.m. was moved to November 12, 2024 from 9:30 a.m. - 5 p.m.
- November 19, 2024, City Council (Fall 2023 Supplemental Capital Budget Adjustment and Supplemental Operating Budget Adjustment) from 9:30 a.m. - 5 p.m. was moved to November 13, 2024 from 9:30 a.m. - 5 p.m.
- November 20, 2024, City Council - Continuation (Fall 2023 Supplemental Capital Budget Adjustment and Supplemental Operating Budget Adjustment) from 9:30 a.m. - 5 p.m. was moved to November 14, 2024 from 9:30 a.m. - 5 p.m.
- November 11-15, 2024 recess week was moved to November 18-22, 2024.
- Affected external agencies, boards, commissions and organizations were informed about any known scheduling conflicts with dates they submitted as part of the calendar drafting process.

Additional feedback on the 2024 Council and Committee Calendar was received after the August 22, 2023, City Council meeting. The following changes were incorporated as a result of this feedback:

- February 12, 2024, Audit Committee from 9:30 a.m. - 5 p.m. was changed to March 22, 2023 from 1:30pm - 5 p.m.
- January 24, 2024, Code of Conduct Sub-Committee from 1:30 p.m. - 5 p.m. and February 13, 2024, Code of Conduct Sub-Committee from 1:30 p.m. - 5 p.m. meetings were removed as the work of this committee is anticipated to be finished in 2023.
- Two additional City Council Public Hearings were scheduled to allow for additional land-use statutory public hearings.
- May 27, 28, and 29, City Council Public Hearing (District Planning) from 9:30 a.m. - 5 p.m. each day were moved to May 28, 29, and 30, from 9:30 a.m. - 5 p.m. each day, respectively.
- Agenda Review Committee meetings were adjusted to reflect other adjustments in the 2024 Council and Committee Calendar.
- October 11, 2024, Utility Committee from 9:30 a.m. - 5 p.m. meeting was added in anticipation of the performance based regulation (PBR) application.

Updated Calendar

An updated 2024 Council and Committee has been prepared for Council decision. It is presented in four different formats:

- Attachment 1 presents the updated 2024 Council and Committee meeting calendar in a high-level monthly format.
- Attachment 2 presents the updated 2024 Council and Committee meeting calendar in a detailed weekly format.
- Attachment 3 presents the updated 2024 Council and Committee meeting calendar in a high-level monthly format, and also includes External Boards, Information Sessions, Key Dates and Public Holidays.

2024 COUNCIL AND COMMITTEE MEETING CALENDAR

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

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, and the August 22, 2023, City Council meeting:

#	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"> • Audit Committee • City Auditor Recruitment Committee (added for 2024) • City Manager and City Auditor Performance Evaluation Committee • Council Services Committee • Emergency Advisory Committee • Utility Committee • City Council Non-Regular
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.
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. External organizations usually meet on Thursdays.

2024 COUNCIL AND COMMITTEE MEETING CALENDAR

7	Recess weeks	In 2023, 12 recess weeks were scheduled.
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 updated 2024 Council and Committee meeting calendar:

- January 1 to 12, 2024 - winter recess continues
- March 25 to 29, 2024 - spring break
- June 3 to 7, 2024 - Federation of Canadian Municipalities Annual Conference
- July 8 to August 9, 2024 - summer recess
- September 23 to 27, 2024 - Alberta Municipalities Annual Convention
- October 14 to 18, 2024 - October recess
- November 18 to 22, 2024 - November recess
- December 23 to 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 Attachments 3 and 4.

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

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 Capital and Operating 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 2024 Council and Committee meeting calendar allows for a smooth transition in these appointments.

ATTACHMENTS

1. 2024 Council and Committee Calendar - monthly format (revised)

2024 COUNCIL AND COMMITTEE MEETING CALENDAR

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