



## 2025 COUNCIL AND COMMITTEE MEETING CALENDAR

### RECOMMENDATION

That the 2025 Council and Committee Meeting Calendar, as set out in Attachment 1 of the October 22, 2024, Office of the City Clerk report OCC02541, 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 20, 2024, City Council meeting, the following motions were passed:

That the following changes be made to the draft 2025 Council and Committee meeting calendar:

Move the following Thursday meetings to Friday:

- a. City Council continuation on May 22, 2025, move to May 23, 2025,
- b. City Council continuation on July 3, 2025, move to July 4, 2025, and
- c. Council Services Committee and City Council - Non-Regular on September 4, 2025, move to September 5, 2025.

That the following change be made to the draft 2025 Council and Committee meeting calendar:

- move the May 7, 2025, Council Services Committee meeting to May 6, 2025, at 1:30 p.m.

### Executive Summary

This report provides a revised 2025 Council and Committee meeting calendar for Council decision at the October 22, 2024, City Council organizational meeting.

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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.*

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 2025 Council and Committee meeting calendar details all regularly scheduled City Council, City Council Public Hearing and Standing Committee meeting dates and times from January 1, 2025 to the 2025 Municipal Election. Under Bylaw 18155 - Council Procedures Bylaw "no regularly scheduled Council or Standing Committee meetings will be held between nomination day and the inaugural organizational meeting each year a municipal election is held."

## REPORT

Drafting of the 2025 Council and Committee meeting calendar began in May 2024. A copy of the draft calendar was circulated to Administration and the Office of the City Auditor for feedback between June and July 2024. Attachment 6 lists external stakeholders consulted as part of the meeting calendar drafting process.

A draft 2025 Council and Committee meeting calendar was presented to Council for feedback at the August 20, 2024, City Council meeting. The following changes were incorporated as a result of Council's direction:

- Council Services Committee on Wednesday, May 7, 2025, moved to Tuesday, May 6, 2024 at 1:30 p.m.
- City Council continuation on Thursday, May 22, 2025, moved to Friday, May 23, 2025.
- City Council continuation on Thursday, July 3, 2025, moved to Friday, July 4, 2025.
- Council Services Committee and City Council - Non-Regular on Thursday, September 4, 2025, moved to Friday, September 5, 2025.

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As well, the following City Council Public Hearing meetings were added to the 2025 Council and Committee meeting calendar:

- Friday, January 24, 2025, 9:30 a.m. - 5 p.m.
- Wednesday, May 7, 2025, 9:30 a.m. - 5 p.m.

### Updated Calendar

An updated 2025 Council and Committee has been prepared for Council decision. It is presented in four different formats:

- Attachment 1 presents the updated 2025 Council and Committee meeting calendar in a high-level monthly format.
- Attachment 2 presents the updated 2025 Council and Committee meeting calendar in a detailed weekly format.
- Attachment 3 presents the updated meeting calendar in a monthly format that includes External Boards, Information Sessions, Key Dates and Public Holidays.
- Attachment 4 presents the updated meeting calendar in a weekly format that includes External Boards, Information Sessions, Key Dates and Public Holidays.

The 2025 Council and Committee meeting calendar incorporates requests from Administration and Office of the City Auditor.

### Design Principles

The 2025 Council and Committee meeting calendar was prepared using the principles below, which was approved at the August 16, 2022, Council Services Committee 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"> <li>• Audit Committee</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

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		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.
7	Recess weeks	In 2024, 13 recess weeks were scheduled from January - December. Ten recess weeks are proposed for January - October 2025, not including the municipal election mandatory break (no regular meetings can be scheduled).
8	Inclusion and accessibility	Meetings are not scheduled on statutory holidays or high holidays. Meetings scheduled during Ramadan adjourn by 9 p.m.

The number of meetings proposed in the draft 2025 Council and Committee meeting calendar is consistent with a prorated 2024 Council and Committee meeting calendar to account for the 2025 Edmonton Election. Fewer meetings will occur, however the rotation of meetings is consistent.

### Recess Weeks

The following recess weeks are included in the 2025 Council and Committee meeting calendar:

- January 1 to January 17, 2025 - 2024/2025 winter recess continuation
- March 24 to March 28, 2025 - spring break
- May 26 to May 30, 2025 - Federation of Canadian Municipalities Annual Conference
- July 7 to August 8, 2025 - summer recess

### External Boards, Information Sessions and Key Dates

Attachment 6 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 2025 calendar year. Some have not yet finalized 2025

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schedules. Both confirmed and tentative dates are reflected in the draft 2025 Council and Committee meeting calendar.

### **Public and High Holidays**

Public and high holidays for the 2025 calendar year were identified with the assistance of the City's Equity, Diversity and Inclusion team.

### **Other Considerations**

The following considerations were also factored in to the schedule:

- Municipal election year
- Civic agency reporting, recruitment and appointment requirements
- Financial reporting requirements
- Supplemental Operating and Capital Budget Adjustments
- Tax Rate bylaws and Community Revitalization Levy (CRL) Bylaws

Other considerations that informed the draft 2025 Council and Council Committee calendar include the statutory holidays Canada Day and Remembrance Day falling on Tuesdays, which results in meetings scheduled on Thursdays and Fridays during those weeks.

## **ATTACHMENTS**

1. 2025 Council and Committee Calendar - monthly format (revised)
2. 2025 Council and Committee Calendar - weekly format (revised)
3. 2025 Council and Committee Meeting Calendar - monthly format, including External Boards, Information Sessions, Key Dates and Public Holidays (revised)
4. 2025 Council and Committee Calendar - weekly format, including External Boards, Information Sessions, Key Dates and Public Holidays (revised)
5. Justification for Thursday and Friday Meetings (revised)
6. External Stakeholders Consulted (revised)