



2025-2026 COUNCIL AND COMMITTEE MEETING CALENDAR FEEDBACK

RECOMMENDATION

That Administration prepare a draft 2025-2026 Council and Committee calendar based on the nine principles outlined in the August 19, 2025, Office of the City Clerk report OCC03018.

Report Purpose

Decision required

Executive Summary

This report has two purposes:

- to share the proposed Council orientation schedule and Council meeting times (October-December 2025), and
- to recommend principles for the development of a January-December 2026 Council and Committee meeting calendar.

While the calendar will not be approved until the Inaugural Organizational meeting, Administration is seeking feedback before the end of this Council term.

Bylaw 18155 - Council Procedures Bylaw, requires that Council establish a schedule of Council and Standing Committee meetings at each annual organizational meeting.

REPORT

Fall 2025 Calendar and Draft Schedule

Following the 2025 municipal election, the proposed orientation schedule and fall 2025 Council and Committee calendar will support the transition of the newly elected Council as well as addressing new legislative requirements for mandatory orientation.

In preparing the fall calendar and proposed orientation schedule, Administration gathered feedback from Mayor and Councillors and their office/ward staff. Administration also reviewed the 2021 orientation materials and schedules as well as feedback from City corporations.

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There are also new requirements set out in the *Municipal Government Act*. Mandatory Orientation Training must be offered on the following topics, and each Councillor is required to attend prior to the first organizational meeting:

- role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- roles and responsibilities of the chief administrative officer and staff.

The above session is scheduled for the afternoon of October 28, 2025 and the inaugural Council meeting and swearing in ceremony has been scheduled to October 29, 2025 to account for the recount provisions within the *Local Authorities Election Act*.

Additional orientation topics to be included at the first regular Council meeting include:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation.

It is recommended that Council pass a motion at its Inaugural City Council meeting to extend the time for training on the additional orientation topics for up to 90 days, which is in accordance with the *Municipal Government Act*, to ensure there is adequate time for discussion, rather than addressing the above topics in a single meeting.

As a result of the feedback and legislative requirements, the draft schedule (Attachment 1) is a combination of the following:

- *Council meetings*: formal Council meetings are mandatory, have a set agenda, and are held in public unless a motion is passed to meet in private based on an exception to disclosure in the *Access to Information Act*. All decisions are made at formal Council meetings.
- *Information Sessions*: Administration provides background or contextual information on a topic to ensure a shared level of awareness among all Council members. No decisions are made and Council is not permitted to ask questions or provide feedback to Administration until the topic is discussed at a Council meeting. These sessions are optional.
- *Experiential Learning Sessions*: Administration provides opportunities for members of Council to attend City facilities and service areas to observe some of the wide variety of City functions and operations first-hand. These sessions are optional.
- *Corporate Governance Meetings*: Council serves as the representative of the shareholder, or has another defined role, for a number of corporate entities that are separate from the City of Edmonton. These meetings are conducted in accordance with the entity's rules and procedures and are not open to the public. These meetings are mandatory.
- *Other*: Council members require time to receive training on meeting procedures, technology, and relevant policies and procedures related to their office. Some of these sessions are mandatory, and others are optional.

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Edmonton Elections will be providing links to the information within this report in its upcoming communications to Mayoral and Councillor candidates.

Recommended Principles for drafting the 2026 Council and Committee Calendar

Taking into consideration feedback from Council and Administration, as well as meeting statistics, the following principles are proposed for the development of the 2026 Council and Committee calendar. Exceptions to these principles may be required to accommodate external deadlines, holidays or emerging priorities.

#	Principle	Description
1	Three main Standing Committee meeting days (Monday, Tuesday, Wednesday)	NO CHANGE The three main Standing Committees are Community and Public Services Committee, Executive Committee and Urban Planning Committee. One week of the three-week rotation will be used to schedule these Standing Committee meetings.
2	City Council has two full days (Tuesday and Wednesday)	MINOR CHANGE The second week of the three-week rotation will be used to schedule a two-day City Council meeting, beginning on Tuesday and continuing on Wednesday.
3	City Council Public Hearing has two full days (Tuesday and Wednesday)	CHANGE The third week of the three-week rotation will be used to schedule a two-day City Council Public Hearing, beginning on Tuesday and continuing on Wednesday. This principle is the most significant change compared to Council's previous calendars. The number of Public Hearing items requiring postponement in 2025 indicates additional meeting days are required, and moving public hearings to a week other than a Council week allows for the additional days without contradicting other principles.
4	Less frequent Standing Committee and City Council - Non-Regular (Mondays on Council and Public Hearing weeks)	CHANGE Mondays on City Council and Public Hearing weeks will be, whenever possible, reserved for City Council - Non-Regular meetings and Committees that meet less frequently, including: <ul style="list-style-type: none"> • Audit Committee • City Manager and City Auditor Performance Evaluation Committee • Council Services Committee • Emergency Advisory Committee • Infrastructure Committee • Utility Committee This is a change from previous years when these types of meetings

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		were given their own week within the rotation. A similar number of each type of meeting will be scheduled as in previous years.
5	Meeting end times	<p>CHANGE</p> <p>Regularly scheduled meetings will begin at 9:30 a.m. and adjourn at 5:30 p.m., providing an additional 30 minutes of meeting time each afternoon compared to recent calendars.</p>
6	Civic agency appointment items not added to regular meetings	<p>NO CHANGE</p> <p>Civic agency reports, such as the spring recruitment process and annual workplans, will be scheduled at non-regular meetings.</p>
7	No meetings scheduled on Thursdays or Fridays whenever possible	<p>NO CHANGE</p> <p>Meetings on Thursdays and Fridays are avoided where possible.</p> <p>External organizations usually meet on Thursdays. As such, Council and Committee meetings will generally be scheduled Monday to Wednesday each week. On weeks where additional meeting days are needed due to holidays or other circumstances, the priority will be to use Fridays. The draft 2026 calendar will include an attachment outlining the specific need for scheduled Thursdays and Fridays.</p> <p>This principle is generally similar to recent Council calendars.</p>
8	Recess weeks	<p>MINOR CHANGE</p> <p>The Council and Committee calendar will have approximately 11 recess weeks, including:</p> <ul style="list-style-type: none"> • First two weeks of January for winter recess continuation • One week to correspond with spring break • One week to correspond with the Federation of Canadian Municipalities' Annual Conference • Four weeks for summer recess • One week to correspond with Remembrance Day/fall break • Last two weeks of December to begin winter recess <p>This principle is similar to recent Council calendars, with summer recess reduced by one week.</p>
9	Inclusion and accessibility	<p>NO CHANGE</p> <p>Meetings are not scheduled on statutory holidays or high holidays. Any meetings scheduled during Ramadan will adjourn prior to 9 p.m.</p>

Sample 2026 Council and Committee Rotation

A sample three-week rotation is included as Attachment 2 to illustrate the above principles for Council feedback.

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Other Considerations

The following considerations will also be included in the full 2026 draft calendar:

- Agenda Review Committee will be scheduled each Tuesday, for 15 minutes, from 8:45 - 9 a.m.
- One Agenda Review Committee meeting per quarter will be scheduled for one hour to include a 'Strategic Look Ahead' of upcoming reports.
- Less frequent Standing Committees (e.g., Council Services Committee, Emergency Advisory Committee) may be scheduled for half days on Monday mornings or afternoons to increase their frequency.

Next Steps

A complete draft 2025-2026 Council and Committee calendar will be prepared for review at the September 16, 2025, City Council meeting prior to approval at the inaugural organizational City Council meeting on October 29, 2025.

ATTACHMENTS

1. Draft October - December 2025 Council Schedule
2. Sample Three Weeks - Proposed 2026 Council and Committee Meeting Calendar