



## Legislation Details (With Text)

**File #:** AR-20-322    **Version:** 1    **Name:**  
**Type:** Agenda Reports    **Status:** Agenda Ready  
**File created:** 9/9/2020    **In control:** City Council  
**On agenda:** 11/2/2020    **Final action:**  
**Title:** Organizational Matters  
Presented by: David Leflar, Chief Legislative Officer

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed Meeting Schedule 2020-2021.pdf, 2. Excerpt from Procedure Bylaw 3-2018

Date	Ver.	Action By	Action	Result
11/2/2020	1	City Council		

S#: B06

### Organizational Matters

Presented by: David Leflar, Chief Legislative Officer

#### RECOMMENDED MOTIONS

##### 1. Establish Meeting Schedule

*(NOTE: In accordance with Section 193(1) of the Municipal Government Act, should any member of Council be absent from the Organizational Meeting this item will be deleted from the Agenda and considered at a subsequent meeting when all members are in attendance)*

- (a) That the schedule for regular meetings of City Council as shown on the calendar attached to the Agenda Report entitled "Organizational Matters" dated November 2, 2020, be adopted and that the Council schedule for the month of November 2020 on that calendar shall supersede and replace the schedule for November 2020 that was approved at the November 4, 2019 Organizational meeting.
- (b) That scheduled regular Council meetings for the 2020-21 Council year will commence at 2:00 p.m. unless a different starting time for a meeting is determined at or before the time the Agenda for that meeting is established pursuant to Section 11.1 of the *Procedure Bylaw*.
- (c) That scheduled regular Council meetings will occur in Council Chambers at St. Albert Place with an option for Council Members or the public to attend or participate through an electronic platform, unless Council directs a different mode or location for Council meetings
- (d) That the next Organizational Meeting will occur on November 1, 2021 commencing at 2:00 p.m.

##### 2. Establish Deputy Mayor Roster

That the following roster for Deputy Mayor for the Council year 2020-21 is established, and that in the absence of both the Mayor and Deputy Mayor the next scheduled Deputy Mayor shall assume the role of Acting Mayor:

2020	November-December	Councillor Hughes
2021	January-February	Councillor Watkins
2021	March-April	Councillor Brodhead
2021	May-June	Councillor Joly
2021	July-August	Councillor MacKay
2021	September-October	Councillor Hansen

### 3. Establish Committee Schedule

- (a) That the schedule for regular meetings of the Community Living Standing Committee and the Community Growth and Infrastructure Standing Committee as shown on the calendar attached to the Agenda Report entitled "Organizational Matters" dated November 2, 2020 be adopted and that the Standing Committee schedule for the month of November 2020 on that calendar shall supersede and replace the schedule for November 2020 that was approved at the November 4, 2019 Organizational meeting.
- (b) That meetings of the Community Living Standing Committee and the Community Growth and Infrastructure Committee for the 2020-21 year will commence at 9:30 a.m. and 1:30 p.m. respectively unless a different starting time for a meeting is determined at or before the time the Agenda for that meeting is established pursuant to Section 11.11 of the *Procedure Bylaw*.
- (c) That scheduled regular Standing Committee meetings will occur in the Douglas Cardinal Boardroom at St. Albert Place with an option for Committee Members or other Council Members or the public to attend or participate through an electronic platform, unless Council directs a different mode or location for Standing Committee meetings.

### PURPOSE OF REPORT

To establish the items of business to be dealt with at the annual Organizational Meeting of Council.

### ALIGNMENT TO LEGISLATIVE REQUIREMENT

Section 192(1) of the *Municipal Government Act* states that a council must hold an Organizational Meeting annually not later than two weeks after the 3rd Monday in October.

### COUNCIL DIRECTION

The minimum content for an Organizational Meeting Agenda is set out in Section 4 of the *Procedure Bylaw* (Attachment 2 to this Report). By tradition, the Organizational Meeting also deals with Council member appointments to Boards and Committees.

## **BACKGROUND AND DISCUSSION**

Council usually schedules a break over the holiday season from mid-December to early January, and also a summer break during most of July and early August. The proposed calendar for 2020-21 reflects these breaks.

The Annual Conference of the Federation of Canadian Municipalities will be held in Montreal, Quebec from June 3 to June 6, 2021, and does not conflict with a regular Council meeting date.

Report Date: November 2, 2020

Author: D. Leflar, Director, Legal & Legislative Services

Deputy Chief Administrative Officer: Kerry Hilts

Chief Administrative Officer: Kevin Scoble