

## **Amendments to Council's Procedure Bylaw and Council Committee Governance**

### **RECOMMENDATIONS:**

That Council:

- 1) Give three readings to Bylaw 55M2021 (Attachment 1), to amend Bylaw 35M2017 (the Procedure Bylaw), Bylaw 25M2002 (the Emergency Management Bylaw), Bylaw 53M2006 (the Combative Sports Commission Bylaw); and Bylaw 21M2020 (the Green Line Board Bylaw);
- 2) Authorize the City Clerk to make amendments to any existing Terms of Reference for Boards, Commissions or Committees to ensure references to Council Committees reflect the new Council Committees, as required;
- 3) Direct Administration to forward any upcoming reports, notwithstanding Council's previous direction, to the new Council Committee deemed most appropriate by Administration;
- 4) Disband the Coordinating Committee of the Councillors' Office and the Green Line Committee; and
- 5) Reconsider the 2021 Council Calendar at Attachment 5 to reflect the new Council Committee governance structure in the months of November and December.

### **HIGHLIGHTS**

- The Procedure Bylaw establishes rules and provisions to regulate the conduct of business in Council meetings and establishes Council Committees. Updating these rules and provisions to reflect current best practices is important to ensuring Council and Council Committee meetings are conducted in an effective and efficient manner.
- The Procedure Bylaw also contains the mandates of Council's Standing Policy Committees and Standing Specialized Committees. Updating the structure and mandates for these Council Committees is intended to streamline governance, enhance policy and functional alignment, and retain flexibility and responsiveness.
- What does this mean to Calgarians? The proposed amendments will provide greater clarity with respect to meeting conduct, update language to allow for continued remote participation for members of the public and establish new areas of accountability and governance for select Council Committees.
- Why does it matter? Rules and provisions regulating the conduct of Council meetings provides certainty to Members of Council and the public that Council meetings are accessible, transparent, and fair. Effective Council Committee governance leads to timely decision making and facilitates effective service delivery.
- Strategic Alignment to Council's Citizen Priorities: A well-run city
- Previous Council Direction is included as Attachment 2.

### **DISCUSSION**

The City Clerk's Office presented proposed changes to the Procedure Bylaw to the Priorities and Finance Committee on 2021 July 20. The proposed changes were grouped into two broad categories: procedural / administrative; and Council Committee governance. The Priorities and Finance Committee forwarded the proposed amendments to Council for consideration, along with eight suggestions.

On 2021 July 26 Council adopted the following:

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*That Council direct Administration to return to the 2021 September 13 Combined Meeting of Council with a Bylaw amending the Procedure Bylaw 35M2017 as amended, to incorporate:*

1. *The procedural/administrative amendments outlined in Attachment 2;*
2. *The proposed structure and mandates for the Standing Policy Committees and Standing Specialized Committees as outlined in Attachment 3; and*
3. *That the Mayor appoint the 3 Councillors at Large to the Executive Committee.*

Attachments 3 and 4 set out the procedural and administrative amendments, as well as the structure and mandates for the new Standing Policy and Standing Specialized Committees, for reference. The proposed Bylaw 55M2021 (Attachment 1) contains the amendments to give effect to recommendations 1, 2 and 3, above.

The proposed Bylaw 55M2021 (Attachment 1) also ensures that the Bylaws governing the Emergency Management Committee, Combative Sports Commission, and Green Line Board are updated to reflect the new Council Committee governance structure.

In creating new Standing Policy and Standing Specialized Committees, several existing Committees will cease to operate in their current form and can now be disbanded. The work of the current Gas, Power and Telecommunications Committee will be absorbed into the new Community Development Committee and will cease to exist following the amendments to the Procedure Bylaw. Administration is recommending that Council disband the Coordinating Committee of the Councillors Office and the Green Line Committee, whose Terms of Reference are not contained in the Procedure Bylaw 35M2017. Items that would ordinarily have been dealt with by these Committees are now incorporated into the work of the new Executive Committee and the new Infrastructure and Planning Committee, respectively.

At the 2021 July 26 Combined Meeting of Council, Administration was asked to review the challenge to the Chair provisions, particularly with respect to whether the format should be amended to reflect a positive vote being in support of the challenge. After reviewing several other jurisdictions, and Calgary's previous Procedure Bylaw provisions, the City Clerk's Office feels the current format is the best practice and is not recommending any changes at this time.

The new Council Committees will begin meeting following the Organizational Meeting of Council on 2021 November 1. The proposed Council Calendar (Attachment 5) updates the previously approved 2021 Council Calendar to incorporate the new Council Committees for the months of 2021 November and December. In addition, Administration is requesting that the December 13 Strategic Council Meeting Annual Planning Session be amended to a regular Strategic Council Meeting. Administration is currently reviewing the format and delivery of strategic sessions and would appreciate additional flexibility in the planning and delivery of this session given preparations for the upcoming 2023-2026 business planning cycle.

### **STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)**

- Public Engagement was undertaken
- Public Communication or Engagement was not required
- Public/Stakeholders were informed

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- Stakeholder dialogue/relations were undertaken

**IMPLICATIONS**

**Social**

Facilitating the ongoing ability for Members of Council and the public to participate remotely in Council or Committee meetings reduces barriers to participation that may have been imposed, prior to the Covid-19 pandemic, by the Procedure Bylaw language that was oriented towards in-person participation. The amendments would allow for innovative and accessible solutions for remote participation to be put in place, notably in relation to public hearing processes.

**Environmental**

Not applicable.

**Economic**

Not applicable.

**Service and Financial Implications**

No anticipated financial impact

**RISK**

There are no risks identified with proceeding with the procedural / administrative bylaw amendments as proposed. If Council does not proceed with the amendments, there is a risk that the rules and processes for the conduct of Council and Council Committee meetings do not align with practice, may not be sufficiently broad enough to allow for innovation and greater use of technology, and errors in the current text remain. No risks are identified with proceeding with the changes to the Council Committee structure and mandates.

**ATTACHMENTS**

1. Bylaw 55M2021, to Amend the Procedure Bylaw, the Emergency Management Bylaw, the Combative Sports Commission Bylaw, and the Green Line Board Bylaw
2. Previous Council Direction
3. Proposed procedural and administrative amendments (including text for Council Committee governance)
4. Proposed Council Committee Governance (at-a-glance)
5. Revised 2021 Council Calendar (November and December)
6. Previous Council Direction, Background

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform