

PROPOSED

C2021-1201
ATTACHMENT 1

BYLAW NUMBER 55M2021

**BEING A BYLAW OF THE CITY OF CALGARY
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**

WHEREAS *Council* has considered C2021-1201 and deems it necessary 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;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

1. Bylaw 35M2017, the *Procedure Bylaw*, as amended, is hereby further amended.
2. Section 10 is deleted and replaced with the following:

“10. By this Bylaw, *Council* establishes the following as SPCs:

 - (a) Infrastructure and Planning Committee, and
 - (b) Community Development Committee.”
3. Section 11 is deleted and replaced with the following:

“11. By this Bylaw, *Council* establishes the following as SSCs:

 - (a) Executive Committee, and
 - (b) Intergovernmental Affairs Committee.”
4. In section 16, subsection (1) is deleted and replaced with the following:

“(1) Annually, *Council* will adopt a schedule of meetings for the subsequent year (a Council Calendar).”
5. In section 17, subsection (4) is deleted and replaced with the following:

“(4) The *Mayor* may call a special meeting at any time in accordance with the *Municipal Government Act*.

[MGA, s. 194]”

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6. Section 22 is deleted and replaced with the following:
 - “22. Except for meetings scheduled on the adopted Council Calendar, the *City Clerk* must notify *Members* and the public as soon as possible, and no less than 24 hours in advance, when meetings are scheduled, re-scheduled, postponed, or canceled. Notice is deemed to be given by notifying *Members* and updating *The City’s* web site.”
7. Section 23 is deleted.
8. In Section 24, subsection (e) is deleted and replaced with the following:
 - “(e) subsequently call the vote;”.
9. In section 28:
 - (a) subsection (1) the following is deleted:

“and may stand or remain seated while addressing the assembly.”
 - (b) In subsection (3) the following is deleted:

“and remain at their seat.”
10. In section 30:
 - (a) After the word “gallery” the following is added

“or participating remotely”.
 - (b) subsection (a) is deleted.
11. In Section 32, subsection (a) is deleted and replaced with the following:
 - “(a) speak only when called by the *Chair*,”.
12. In section 37, subsection (5) is deleted.
13. Section 38 is deleted.
14. Section 40 is deleted.
15. In section 42:
 - (a) Subsection (1) is deleted and replaced with the following:
 - “42. (1) Submissions from *Members of Council*, Administration, *Council Committees* and *Officers of Council* for inclusion in a *Council* or *Council Committee* agenda must be submitted to the *City Clerk* no later than 11:59 p.m., one week before the meeting. Submissions received after the deadline must be

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placed on the next agenda of the respective body for which the submission deadline has not passed.”

(b) Subsection (2) is deleted.

16. In section 46:

(a) In subsection (b), the words “; and” are deleted;

(b) Subsection (c) is deleted.

17. Section 48 is deleted and replaced with the following:

“48. *Council – Regular meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda;
 - Deferrals and Procedural requests,
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
 - Officer of Council reports,
 - Administration reports, and
 - Committee reports;
- Items directly to *Council*;
 - Bylaw tabulations, and
 - Miscellaneous business,
- Urgent business;
- Confidential items;
 - Consent agenda,
 - Items from Officers, Administration and Committees,
 - Urgent business;
- Administrative Inquiries;
- Briefings; and
- Adjournment.”

18. Section 49 is deleted and replaced with the following:

“49. *Council – Combined meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of agenda;

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- Confirmation of minutes;
- Consent agenda;
 - Deferrals and Procedural requests;
- Begin Public Hearing Portion*
- Planning matters for public hearing;
 - Calgary Planning Commission Reports, and
 - Other reports and postponements for public hearing (including non-statutory);
- Planning matters not requiring public hearing;
 - Calgary Planning Commission reports,
 - Other reports and postponements not requiring public hearing, and
 - Bylaw tabulations (related to planning matters);
- Begin Regular Portion*
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
 - Consent agenda items selected for debate,
 - Officer of Council reports,
 - Administration reports, and
 - Committee reports;
- Items directly to *Council*;
 - Bylaw tabulations, and
 - Miscellaneous business;
- Urgent business;
- Confidential items;
 - Consent agenda items selected for debate,
 - Items from Officers, Administration and Committees, and
 - Urgent business;
- Administrative Inquiries;
- Briefings;
- Adjournment.”

19. Section 50 is deleted and replaced with the following:

“50. *Council – Public Hearing meetings*

- Call to order;
- Opening remarks;
- Question period;
- Confirmation of agenda;
- Consent agenda (*Omnibus Motion*)
 - Deferrals and Procedural requests;
- Planning matters for public hearing;
 - Calgary Planning Commission reports, and
 - Other reports and postponements for public hearing (including non-statutory)
- Planning matters not requiring public hearing;
 - Calgary Planning Commission reports,
 - Other reports and postponements not requiring public hearing, and

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- Bylaw tabulations (related to planning matters);
- Postponed reports (*includes related/supplemental reports*);
- Items directly to Council;
- Briefings;
- Adjournment.”

20. Section 51 is deleted and replaced with the following:

“51. *Council – Special meetings*

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Items from Officers, Administration, and Committees;
- Confidential items;
- Briefings;
- Adjournment.”

21. Section 51.1 is deleted and replaced with the following:

“49. *Council – Strategic meetings*

- Call to order;
- Opening remarks;
- Question period;
- Confirmation of agenda;
- Items from Officers, Administration and Committees;
- Confidential items;
- Briefings;
- Adjournment.”

22. Section 52 is deleted and replaced with the following:

“49. *Council Committee – Regular meetings*

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda;
 - Deferrals and Procedural requests;
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
 - Consent agenda items selected for debate,
 - Officer of Council reports,
 - Administration reports, and
 - Committee reports;
- Items related directly to Committee;

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- Referred reports,
- *Notice(s) of Motion*;
- Urgent business;
- Confidential items;
 - Items from Officers, Administration and Committees, and
 - Urgent business;
- Briefings; and
- Adjournment.”

23. Section 57 is deleted and replaced with the following:

“57. Unfinished Business which was not concluded when a meeting did not achieve quorum, or when quorum was lost, is forwarded as follows:

- (a) to the next appropriate meeting of *Council* or *Council Committee*, as determined by the *City Clerk*;
- (b) to a *Special* meeting of the body, called to dispose of the Unfinished Business.”

24. Section 66 is deleted.

25. In section 67, in the heading, the words “**and Presentations**” are deleted.

26. In section 69:

- (a) Subsection (2) is deleted.
- (b) In subsection (3) the word “also” is deleted.

27. Section 70 is deleted and replaced with the following:

“70. A *Council Committee consent agenda* may include:

- (a) reports that will not be forwarded to *Council*; or
- (b) reports which are part of a process of regular periodic reporting.”

28. In subsection 83(3), “[MGA, s. 197(4)]” is deleted and replaced with the following:

“[MGA, s. 197(6)]”

29. In section 83.1, subsections (2) and (3) are deleted.

30. In Section 86, the following is added after subsection (4):

“(4.1) A person, group of persons or person representing them who wishes to address *Council* through electronic means in accordance with subsection (4) must pre-register with the *City Clerk’s Office*.”

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31. In section 104, the words “she or he” are deleted and replaced with the following:
“the *Chair*”.
32. Section 106 is amended as follows:
- (a) in subsection (1), the words “A report from *Administration*” are deleted and replaced with the following:
“A communication from *Administration*”.
 - (b) subsection (2)(a) is deleted and replaced with the following:
“(a) the Briefing will be placed at the end of the agenda;”.
 - (c) subsection (2)(b) is deleted and replaced with the following:
“(b) the Briefing is not debatable; and”.
 - (d) subsection (3) is deleted and replaced with the following:
“(3) Despite subsection (2)(c) a *Council Committee* may, on a motion, direct that the Briefing be forwarded to *Council*.”
33. In subsection 116(2), in the second row, under the heading **Defeated Motion**, the words
“Any *Member*, regardless of how he or she voted on a defeated motion, can bring back the motion under the procedures for introducing a *Notice of Motion* (see section 113).”
are deleted and replaced with the following:
“Regardless of how a *Member* voted on a defeated motion, that *Member* can bring back the motion under the procedures for introducing a *Notice of Motion* (see section 113).”
34. In section 118:
- (a) the words “she or he” are deleted and replaced with the following:
“the *Member*”.
 - (b) the word “MGA” is italicized throughout as “*MGA*”.
35. Section 119 is deleted and replaced with the following:
- “119. (1) Voting at *Council* and *Council Committee* meetings shall be captured using an electronic voting system where possible.
- (a) The tally of votes on a motion shall be displayed in the meeting room once all votes have been placed;

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- (b) Despite (a), an electronic vote is not final until the *Chair* announces the result of the vote.
 - (2) When electronic voting is not possible, voting shall be by voice.
 - (3) Regardless of voting style in use for a motion, any *Member* may request a *Roll Call Vote* prior to commencing the vote on that motion.”
36. In section 126, the words “pro-tem (temporary) nominating committee” and “pro-tem nominating committee” are deleted wherever they appear and replaced with the following:
“pro-tem (temporary) membership committee”.
37. Section 130 is deleted and replaced with the following:
“130. In the year of a *General Election*, no meetings are to be scheduled between Nomination Day as defined in the *Local Authorities Elections Act*, and the Organizational meeting following the next *General Election*.”
38. In section 132, the word “table” is deleted and replaced with the following:
“postpone”.
39. In section 135, the words “[MGA, s. 201(1)(d)]” are deleted.
40. In section 138:
 - (a) subsection (b) is deleted.
 - (b) subsection (c) is deleted and replaced with the following:
“(c) the names of the *Members* who voted for and against a motion;”.
 - (c) Subsection (h) is deleted and replaced with the following:
“(h) the sections of the *FOIP Act* that apply to an item being discussed in a *closed meeting* and, if the decision of the *Members* is for the report to remain confidential, then the minutes must record a date when the report will be reviewed for potential release as public.”
41. In section 139, subsection (3) is deleted and replaced with the following:
“(3) If a *Member* questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording exists, made in accordance with the *Council* policy on Recordings of Legislative Meetings CC001, the recording of that meeting must be used to decide the question.”
42. In section 141, the words “his/her” are deleted and replaced with the following:
“the *City Clerk’s*”.

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43. **APPENDIX A – ORGANIZATION OF COUNCIL COMMITTEES** is deleted and replaced with the following:

“APPENDIX A – ORGANIZATION OF COUNCIL COMMITTEES

Membership & Chair of Council Committees

A.1 *Council* must appoint the *Members* of the Infrastructure and Planning Committee, Community Development Committee, Audit Committee, and the Intergovernmental Affairs Committee annually at its Organizational meeting.

- a) The *Mayor* must appoint the *Councillors-at-Large* of the Executive Committee annually at *Council’s* Organizational meeting.

A.2 Membership in *Council Committees* is as follows:

<i>Council Committee</i>	Membership	<i>Chair</i> and Vice-Chair
A.3 Infrastructure and Planning Committee	<ul style="list-style-type: none"> 7 <i>Councillors</i> * <i>Mayor, Ex-Officio</i> 	The <i>Chair**</i> and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .
A.4 Community Development Committee	<ul style="list-style-type: none"> 7 <i>Councillors</i> * <i>Mayor, Ex-Officio</i> 	The <i>Chair**</i> and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .
A.5 Audit Committee	<ul style="list-style-type: none"> Provided for in Bylaw 48M2012 	Provided for in the Audit Committee Bylaw**
A.6 Intergovernmental Affairs Committee (IGA)	<ul style="list-style-type: none"> <i>Mayor</i> 1 <i>Councillor</i> who has also been appointed to the Alberta Urban Municipalities Association; 1 <i>Councillor</i> who has also been appointed to the Calgary Regional Partnership; 1 <i>Councillor</i> who has also been appointed to the Federation of Canadian Municipalities; and 3 additional <i>Councillors</i>. Within the six <i>Councillor</i> positions, <i>Council’s</i> three Inter-Municipal Committees must be represented. 	The <i>Mayor</i> is <i>Chair</i> . The Vice-Chair is elected at the first meeting after appointment of <i>Members</i> .
A.7 Executive Committee	<ul style="list-style-type: none"> <i>Mayor</i> (in the <i>Mayor’s</i> absence, the <i>Deputy Mayor</i> is a <i>Member</i>) 	The <i>Mayor</i> is <i>Chair</i> . One of the <i>Councillors-at-Large</i> is elected Vice-Chair.

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	<ul style="list-style-type: none">• <i>Chair</i> of each SPC (with the SPC Vice-Chairs as alternate <i>Members</i>);• <i>Chair</i> of the Audit Committee (with the Audit Vice-Chair as an alternate <i>Member</i>);• 3 <i>Councillors-at-Large</i> appointed by the <i>Mayor</i>	
*NOTE: Each <i>Councillor</i> must sit on one SPC		
**NOTE: A <i>Councillor</i> must not serve as <i>Chair</i> of the Audit Committee and <i>Chair</i> of an SPC at the same time.		

Presiding at Council Committees in the Absence of an Elected Chair

A.11 When a *Council Committee* has not yet elected a *Chair*, the first meeting is called to order by the *City Clerk* serving as temporary *Chair*. The first order of business will be:

- (a) the temporary *Chair* calls for nominations, and then ballots for the position of chair;
- (b) the temporary *Chair* announces who is elected to the position of chair;
- (c) the *Chair* assumes the meeting, calls for nominations, and then ballots for the position of vice-chair; and
- (d) the *Chair* announces who is elected to the position of vice-chair.

A.12 At any subsequent meeting, when both the *Chair* and Vice-Chair are absent, another *Member* must be elected as Acting *Chair* for that meeting, with the *City Clerk* serving as temporary *Chair*.

Rights of Non-Member Councillors in Attendance at Meetings

A.13 (1) Meetings of *Council Committees* are open to all *Councillors*, and they may join the meeting at any time, including during closed meetings.

- (2) A non-*Member Councillor*:
 - (a) may take part in discussion or debate of agenda item(s), including items discussed in *closed meetings*,
 - (b) has the same obligation as *Members* to hold confidential discussions in confidence, and
 - (c) may vote on an agenda item.
- (3) A non-*Member Councillor* may not:

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- (a) place nominations or vote for the *Chair* or Vice-Chair, or
- (b) count towards meeting quorum.

Mayor as Ex-Officio Member

A.14 Unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *Council Committees*, unless *Council* provides otherwise. If present at the meeting, the *Mayor* has all of the rights and privileges of other *Members*, and is entitled to count for *quorum*, take part in discussion, and to vote on all items.
[MGA, s. 154(2)]”.

44. **APPENDIX B – ROLE OF COUNCIL COMMITTEES** is deleted and replaced with the following:

“APPENDIX B – ROLE OF COUNCIL COMMITTEES

SPCs

- B.1 The following actions/decisions of SPCs are binding on *The City* without the requirement of *Council* approval, provided the action or decision is within the SPC’s mandated areas as listed in this bylaw:
- (a) to make final decisions at the Committee level within their mandate where City of Calgary policy exists;
 - (b) to receive any periodic reporting directed by *Council* for information;
 - (c) to create and be responsible for SPC sub-committees and approve their Terms of Reference; and
 - (d) to incorporate all relevant policies and strategies into its deliberations.
- B.2 SPCs are also tasked with making new or revised policy recommendations to *Council* within their mandated areas as listed in this bylaw.

SPC Mandates

- B.3 The mandate of each Standing Policy Committee is as follows:
- (1) Infrastructure and Planning Committee:
 - a. planning (including Transportation);
 - b. development;
 - c. infrastructure (including Transportation); and
 - d. oversight of *The City’s* involvement in property transactions and how land and assets are managed by Administration.

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- (2) Community Development Committee:
- a. Connecting, including the following areas:
 - i. affordable housing; arts and culture;
 - ii. community research and strategy;
 - iii. recreation stewardship and strategy;
 - iv. recreation, parks and community program planning;
 - v. neighbourhood supports;
 - vi. social programs and supports;
 - vii. investing partnerships;
 - b. Protecting, including the following areas:
 - i. bylaw education and compliance;
 - ii. transit safety and enforcement;
 - iii. Calgary 9-1-1;
 - iv. Emergency management and business continuity;
 - v. fire services;
 - vi. pet ownership and licensing; and
 - vii. taxi, limousine, and vehicles for hire);
 - c. Climate Impact;
 - d. Environment Management; and
 - e. Oversight in the fields of telecommunication regulation and City Rights-of-Way agreements and bylaws.

Mandate and Powers – Intergovernmental Affairs Committee

- B.4 Intergovernmental Affairs Committee has the following mandate:
- (a) Preparing representations on the impact of other governments' policies on *The City*;
 - (b) Co-ordinating long-term growth and development plans between *The City* and other municipalities; and

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- (c) Building and strengthening Indigenous relations.

Mandate and Powers – Executive Committee

B.5 Executive Committee may:

- (a) Make final decisions at the Committee level within its mandate where City of Calgary policy exists;
- (b) Accept Briefings;
- (c) Refer reports to Administration;
- (d) Refer reports to *Council* or a *Council Committee*;
- (e) Refer reports to *Council* for policy direction or policy review;
- (f) Create and be responsible for sub-committees and approve their terms of reference;
- (g) directing *Notices of Motion* to *Council*; and
- (h) recruitment, appointment and performance evaluations for the *City Manager* as required by s. 205.1 *MGA*.

B.6 Executive Committee has the following mandate:

- (a) finance and budgeting issues;
- (b) corporate planning;
- (c) items from the Integrity and Ethics Office;
- (d) *Council* services and governance;
- (e) items related to People, Innovation, and Collaboration;
- (f) recommending the naming of City owned facilities;
- (g) economic Development including the Downtown Strategy; and
- (h) local and Business economy.”

45. **APPENDIX D: SECONDARY MOTIONS** is amended as follows:

- (a) In section D.3, in row (2) Appeal, under **The Process** column, the words “on a motion that requires a *Two-thirds vote*. A *Majority vote* against the *Chair’s* ruling is required for other rulings” are deleted.

46. In **APPENDIX E - DEFINITIONS**, section E.46 is deleted.

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47. In **APPENDIX E - DEFINITIONS**, section E.51 is deleted.
48. **APPENDIX F – REMOTE PARTICIPATION AT MEETINGS** is amended as follows:
- (a) In section F.1, the words “2002 March 26” are deleted and replaced with the following:
“2020 March 26”.
 - (b) Section F.2 is deleted and replaced with the following:
“F.2 Remote participation is available when a *Member* is unable to attend a *Council* or *Council Committee* meeting in person.”
 - (c) Section F.3 is deleted.
 - (d) In section F.5, subsections (a) and (b) are deleted and replaced with the following:
 - “(a) meetings of *Council*
 - (b) *Council Committee* meetings where the *City Clerk’s* Office provides legislative services.”
 - (e) Section F.7 is deleted.
 - (f) In section F.9, the words “Procedure Bylaw” are italicized as “*Procedure Bylaw*” and the following is added immediately after:
“The *Chair* will determine the practices to ensure the efficient conduct of the meeting.”
 - (g) Section F.11 is deleted.
 - (h) Section F.12 is deleted.
49. Bylaw 25M2002, the *Emergency Management Bylaw*, as amended, is hereby further amended, as follows:
- (a) In section 3, the words “the Standing Policy Committee on Community and Protective Service of the City” are deleted wherever they appear and replaced with the following:
“the Community Development Committee”.
 - (b) In subsection 3(12), the words “The Procedure Bylaw 44M2006” are deleted and replaced with the following:
“The Procedure Bylaw 35M2017,”.

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50. Bylaw 53M2006, the *Combative Sports Commission Bylaw*, as amended, is hereby further amended, as follows:
- (a) In the *Combative Sports Commission Bylaw*, the words “Standing Policy Committee on Community and Protective Services” are deleted wherever they appear and replaced with the following:

“Community Development Committee”.
 - (b) In section 22, in subsection (1), the words “as established by the Procedure Bylaw 44M2006,” are deleted.
51. Bylaw 21M2020, the *Green Line Board Bylaw*, as amended, is hereby further amended, as follows:
- (a) In Schedule “A”, in section 7, the words “the Priorities and Finance Committee” are deleted and replaced with the following:

“the Executive Committee”.
52. This Bylaw comes into force the day it is passed.

READ A FIRST TIME ON _____

READ A SECOND TIME ON _____

READ A THIRD TIME ON _____

MAYOR

SIGNED ON _____

CITY CLERK

SIGNED ON _____