

**City Manager's Office Report to
Combined Meeting of Council
2021 July 26**

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C2021-1166
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**Amendments to Council's Procedure Bylaw and Council Committee Governance
PFC2021-0888**

RECOMMENDATIONS:

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; and
- 2) The proposed structure and mandates for the Standing Policy Committees and Standing Specialized Committees as outlined in Attachment 3.

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
- The original cover report, PFC2021-0888 and attachments including background and previous council direction is included as Attachment 1.

DISCUSSION

On 2021 July 20, the City Clerk's Office presented two categories of proposed amendments to the Procedure Bylaw to the Priorities and Finance Committee (the original report can be found at Attachment 1):

- 1) Procedural / Administrative

These amendments are grouped into four categories: accuracy / improvement, administrative, legislative, and remote participation.

- 2) Council Committee Governance

The proposed amendments presented at Committee would create two standing policy committees (Planning and Infrastructure; Community and Economic Development) and two Standing Specialized Committees (Executive Committee; Intergovernmental Affairs Committee).

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Following discussion, the Priorities and Finance Committee adopted the following motion:

'That the Priorities and Finance Committee refer this Report PFC2021-0888 and 8 suggestions below to the City Clerk returning directly to 2021 July 26 Combined Meeting of Council:

1. To include a super-majority requirement for all challenges to the Chair;
2. To add Transportation to the title of the first Standing Policy Committee;
3. To remove affordable housing from the mandate of the Intergovernmental Affairs Committee;
4. To move economy and local business support to the Executive Committee;
5. To change the first bullet point in Executive Committee to "Finance and Budgeting issues";
6. To rebalance the workload between the two specialized policy committees (for example, by moving climate or land issues into the Community Development committee);
7. To move naming of assets into the Executive Committee; and
8. To bring an analysis of the Mayor's appointing the members-at-large of the Executive Committee, and consider appointing them as Deputy Mayors while they serve on Executive Committee.'

As a result, the City Clerk's Office has updated the previously proposed amendments as follows (changes are indicated in bold in the respective Attachments):

- The proposed procedural and administrative amendments contained in Attachment 2 now contain a provision to require a two-thirds majority to uphold a challenge to the Chair
- The proposed amendments to Council's Committee Governance contained at Attachment 3 have been updated to address the Priorities and Finance Committee's suggested items 1, 3-5, and 7, above.
- With respect to suggested item 2, consideration was given to adding 'Transportation' to the name of the of the Standing Policy Committee on Planning and Infrastructure ; however, it is proposed that the names instead be simplified to: Infrastructure and Planning Committee, Community Development Committee, Executive Committee and Intergovernmental Affairs Committee. The structure of these Council Committees will continue to be outlined in the Procedure Bylaw, as either Standing Policy Committees or Standing Specialized Committees; however, the names have been revised with a citizen focus in mind.
- With respect to suggested item 6, rebalancing the workload between the two Standing Policy Committees, it is proposed that items related to climate impact, environment management, and gas, power and telecommunications be dealt with by the Community Development Committee.
- Finally, with respect to suggested item 8, Attachment 4 contains a brief outline and analysis of jurisdictional practices as it relates to the appointment of Deputy Mayors, for Council's consideration.

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An overview of the consultation undertaking to support the development of the proposed amendments is contained in Cover report PFC2021-0888 at Attachment 1.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

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

IMPLICATIONS

Social

See Attachment 1

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact

RISK

See Attachment 1.

ATTACHMENT(S)

1. Amendments to Council's Procedure Bylaw and Council Committee Governance PFC2021-0888
2. Proposed procedural and administrative amendments - revised
3. Proposed Council Committee Governance – revised as per suggestions of the Priorities and Finance Committee
4. Summary of Deputy Mayor Practices

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen (City Solicitor & General Counsel)	City Manager's Office	Inform