

City Manager's Office Report to
Priorities and Finance Committee
2021 July 21

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

RECOMMENDATIONS:

That the Priorities and Finance Committee forward this Report as an Item of Urgent Business to the 2021 July 26 Combined Meeting of Council and recommend 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 1; and
- 2) The proposed structure and mandates for the Standing Policy Committees and Standing Specialized Committees as outlined in Attachment 2.

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 3.

DISCUSSION

Attachments 1 and 2 set out two categories of proposed amendments to the Procedure Bylaw:

1) Procedural / Administrative:

The City Clerk's Office began examining potential updates to the Procedure Bylaw in early 2020 to streamline language, ensure consistency with the *Municipal Government Act (MGA)* and fix several procedural inconsistencies. As this review was underway, the impacts to the conduct of meetings due to Covid-19 became known, which generated a renewed review to capture the ongoing procedural changes required by the pandemic. The proposed amendments can be summarized as follows:

- a. Accuracy/Improvement:
 - i. Refining language to reflect current practice (e.g. agendas are no longer physically posted within the Municipal Complex);

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- ii. Eliminating unnecessary clauses (e.g. eliminating the Bylaw requirement to provide one or more Calendar proposals, practically speaking Council is only required to adopt a calendar); and
 - iii. Eliminating use of roll call votes in the event three or more Members are opposed (the electronic vote is the final vote result).
- b. Administrative:
- i. Eliminating wording that no longer applies or is unnecessary (e.g. eliminating the reference to 'presentations');
 - ii. Applying consistent use of wording throughout the document (e.g. replacing 'table' with 'postpone'); and
 - iii. Applying consistent use of gender-neutral language (e.g. replacing 'he/she' with 'they').
- c. Legislative (alignment to the MGA):
- i. Removing wording that substantially duplicates provisions of the MGA, instead referring to the MGA as the legislative authority (e.g. references to calling special meetings); and
 - ii. Correcting the applicable sections of the MGA (e.g. where section numbers may have changed).
- d. Remote participation:
- i. Streamlining / removing restrictions to remote participation (e.g. eliminating the need to confirm a week in advance whether a Member will use remote participation);
 - ii. Removing wording that did not reflect the processes in place for both Members of Council and the public to participate remotely (e.g. removing wording referring to locations in the Chamber); and
 - iii. Providing a clear statement by Council supporting the continued use of remote participation by the public.

2) Council Committee Governance:

The City Clerk, at the direction of the City Manager, has reviewed the current Council Committee structure for alignment to the forthcoming organization realignment, as well as with a citizen-focused lens. The proposed amendments to the Council Committee governance included in the Procedure Bylaw aim to streamline the number Committees of Council, reduce complexity, and enhance policy alignment by creating two Standing Policy Committees (SPC) and two Standing Specialized Committees (SSC):

- a. **Planning and Infrastructure (SPC):** will deal with all aspects of urban planning, including planning, development, transportation, real estate, environmental and climate management, oversight over Green Line and gas, power and telecommunications issues. **Membership:** 7 Members of Council
- b. **Community and Economic Development (SPC):** will deal with all aspects of community and neighbourhood services, community safety and protective services, economic development, local business economy, and operational services related to community and economic development. **Membership:** 7 Members of Council

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- c. **Executive Committee (SSC):** will deal with all financial planning and budgeting items, notices of motion, City Manager items, council services and governance, integrity and ethics, and any items aligning to People, Innovation and Collaboration. **Membership:** Mayor, Chairs the two SPCs, Chair of Audit, and 3 Councillors-at-large
- d. **Intergovernmental Affairs Committee (SSC):** will continue to deal with items relating to the impact of other orders of governments' policies on the City, coordinating long-term growth for the region, affordable housing strategies. It will now also include items related to the Indigenous Relations Office. **Membership:** Mayor, Alberta Urban Municipalities Association (AUMA) Representative, Calgary Metropolitan Regional Board (CMRB) Representative, Federation of Canadian Municipalities (FCM) Representative, and 3 Councillors-at-large.

The above SPCs and SSCs would be complemented with current Boards, Commissions, and Committees that remain unchanged, including: Audit Committee, Calgary Planning Commission, and the Emergency Management Committee. With the proposed mandates (above), the following Council Committees discontinue in their current form: Green Line Committee, Gas, Power and Telecommunications Committee, and Coordinating Committee of the Councillor's Office.

The mandates outlined above provide overall guidance for which Council Committee would consider specific items and topics. However, Administration may use discretion and flexibility to determine which Council Committee may be the best fit for a specific item.

The proposed Council Committee structure offers several benefits:

- Aligns mandates to functional service delivery to facilitate timely decision making and provide effective mechanisms to strategically collaborate and coordinate on policy issues;
- Provides a streamlined governance model that simplifies the complexity of Council Committees and addresses the underutilization of some existing Council Committees;
- Retains the ability for any Council Committee to create a sub-Committee or working group to deal with specific issues as needed;
- Achieves an equal distribution in membership and a relatively equal distribution of workload amongst Members of Council on Standing Policy Committees,
- Will reduce scheduling overlaps, and reduce multiple meetings occurring on the same day (i.e., a morning and afternoon meetings)

Taken together, the proposed Procedure Bylaw amendments are intended to bring accuracy to the procedure bylaw and functional alignment and best practices to Council governance to facilitate effective decision making.

Internal Discussion/What We Heard

The City Clerk's Office held consultation sessions with Members of Council on separate occasions, first to cover the procedural and administrative amendments, and second to discuss changes to Council's Committee governance structures. This included a review of the Notice of Motion process and checklist, as directed in PFC2019-0913. That review demonstrated that no significant changes were desired and/or required. Notices of Motion will continue to undergo a technical review by the Executive Committee (proposed) prior to being discussed at Council. Several

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engagement sessions were held with the Executive Leadership Team to specifically address the proposed changes to the Council Committee structure.

As directed by Council, the Coordinating Committee of the Councillor's Office was consulted on the future role and mandate of that Committee and provided direction to incorporate any governance functions of the Committee into the broader Council Committee realignment structure being proposed. Council services and governance is included in the mandate of the proposed Executive Committee.

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

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.

ATTACHMENT(S)

1. Proposed procedural and administrative amendments
2. Proposed Council Committee Governance

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3. Previous Council Direction

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen	City Solicitor and General Counsel	Approve

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
16	Accuracy-Improvement	A - Scheduling of Meetings Council and Committee Meeting Scheduling by Council Calendar	16.(1) Annually, <i>Council</i> will adopt a schedule of <i>Regular</i> and <i>Special</i> meetings for the subsequent year (a Council Calendar). The <i>City Clerk</i> will present one or more calendar proposals for consideration by <i>Council</i> .	Delete 16.(1) and replace with: 16.(1) Annually, Council will adopt a schedule of meetings for the subsequent year (a Council Calendar).	Council also adopts Council Committee meetings, Strategic Meetings of Council, Combined Meetings of Council. Special Meetings are scheduled as per the MGA.
17	Legislative	Additions or Changes to Meetings Scheduled on the Council Calendar	17.(4) The Mayor, in consultation with the City Clerk: (a) may call a Special Council meeting whenever the Mayor considers it appropriate to do so; and [MGA, s. 194(1)(a)] (b) must call a Special Council meeting if the Mayor receives a written request for the meeting, stating its purpose, from a majority of the Councillors. Such meeting must be held within 14 days after the date that the Mayor receives the request. [MGA, s. 194(2)(b)]	delete 17 (4) and replace with "The <i>Mayor</i> may call a special meeting at any time in accordance with the <i>Municipal Government Act</i> ." [MGA, s. 194]	
22	Accuracy-Improvement	B- Providing Notice of Meetings	22. Except for meetings scheduled on the adopted Council Calendar, the <i>City Clerk</i> must notify <i>Members</i> and the public as soon as possible, and no less than 24 hours in advance, when meetings are scheduled, re-scheduled, postponed, or cancelled. Notice is deemed to be given by notifying <i>Members</i> , updating <i>The City's</i> website, and by posting a monthly schedule in the Municipal Building.	Adding the word "and" following <i>Members</i> , and delete the following: "and by posting a monthly schedule in the Municipal Building." 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 cancelled. Notice is deemed to be given by notifying Members, and updating The City's website.	staff are no longer posting a physical (written) notice of meetings
23	Legislative	Notice of Special Meetings	Notice of Special Meetings 23. (1) The notice for a Special meeting must describe the nature of the business to be transacted. [MGA, s. 194 (3)] (2) If a matter is not specified in the notice of a Special meeting, it may not be dealt with, unless all Members are present and a motion is passed by a majority vote to add the matter. [MGA, s. 194 (5)] (3) Waiving notice of a matter to be discussed at a meeting must be kept to a minimum, noting Council's preference to be as transparent and as accountable to the public as possible.	delete 23	defer to MGA on criteria on how/when to call a special meeting of council

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
24	Remote Participation	Role of the Chair	24. The Chair must: (a) maintain order and decorum in a manner which promotes fairness and forward progress; (b) keep a sequence of speakers and recognize Members, Administration, advisors or citizens to speak at the appropriate segments of the agenda; (c) make rulings on Points of Order or Questions of Privilege; (d) ensure that Members understand the motion before them; (e) ensure that Members are at their designated seats and ready to vote, and must subsequently call the vote;	delete (e) "ensure that Members are at their designated seats and ready to vote, and"	
28	Remote Participation	B - Members of Council and Council Committees Participation by Members	28. (1) A <i>Member</i> who wishes to speak or make a motion at a meeting shall do so only after being recognized by the <i>Chair</i> , and may stand or remain seated while addressing the assembly. Recognition must ordinarily be on a first-come-first-served basis.	delete "and may stand or remain seated while addressing the assembly." 28. (1) A <i>Member</i> who wishes to speak or make a motion at a meeting shall do so only after being recognized by the <i>Chair</i> . Recognition must ordinarily be on a first-come-first-served basis.	
30	Remote Participation	C-Members of the Public	30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery at <i>Council or City BCC</i> meeting must: (a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and (b) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful, or intimidating to others.	delete "(a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and" 30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery or participating remotely at <i>Council or City BCC</i> meeting must: (a) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful, or intimidating to others.	
32	Remote Participation	C - Members of the Public	32. When making a submission to Council or a <i>Council Committee</i> , a member of the public must: (a) approach the speakers's podium only when called by the Chair,	Section 32 is deleted and replaced with: "When making a submission to <i>Council or Council Committee</i> , a member of the public must speak only when called by the Chair,	
37	Administrative	A - Agendas Agenda Setting	37.(5) The <i>Mayor</i> may request that a report whose only recommendation is that "Council receive for information" be removed from the <i>Council consent agenda</i> . The report must be then placed elsewhere on the agenda.	Delete 37. (5).	unesessary - same process for all items on consent.
38	Legislative	A- Agendas Agenda Setting	38. The subject of the agenda for a Special meeting of Council is determined by the Mayor and the City Clerk, and must be described in general terms in the notice of the meeting.	delete 38	defer to MGA on criteria on how/when to call a special meeting of council

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
40	Legislative	A - Agendas Agenda Setting	40. The subject of the agenda for a Special meeting of Council Committees is determined by the Chair and the City Clerk, and must be described in general terms in the notice of the meeting	delete 40	defer to MGA on criteria on how/when to call a special meeting of council
42	Administrative	Agenda Submission Deadlines	42. (1) Submissions from Members of Council for inclusion in a Council or a 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 placed on the next agenda of the respective body for which the submission deadline has not passed. (2) Submissions from Administration, Council Committees and Officers of Council must be in accordance with administrative guidelines established by the City Clerk. Submissions received after the stated deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.	delete 42 (1) and 42 (2) and replace with 42. Submissions from Members of Council, Administration, Council Committees and Officers of Council for inclusion in a Council or a 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 placed on the next agenda of the respective body for which the submission deadline has not passed.	Blend. 42 (1) & (2) Same deadline for all reports
46	Accuracy-Improvement	Provisions of Agenda	(c) made available for review in person in the Municipal Complex, as soon as possible after delivery to the <i>Members</i>	delete 46 (c)	staff no longer provide paper copies of the agenda. Public can access online, in the Archives, if necessary
48-52	Accuracy-Improvement	Order of Business	Briefings	Move Briefings from under Consent Agendas, to the end of the agenda, usually after Administrative inquiries	align similar-type items
57	Accuracy-Improvement	Unfinished Business	57. Unfinished Business which was not concluded when a meeting did not achieve <i>quorum</i> , or when <i>quorum</i> was lost, is forwarded as follows: (a) to the next <i>Regular</i> meeting of the body;	57. (a) to the next appropriate meeting of <i>Council</i> or <i>Council Committee</i> , as determined by the <i>City Clerk</i> . (b) to a <i>Special</i> meeting of the body, called to dispose of the unfinished business	reflects the accurate procedure and different meeting types
66	Legislative	Addition of Urgent Business to an Agenda	66. Addition of a matter as urgent business to a Special meeting may only be made if all Members are in attendance at the meeting, the item proposed for addition falls within the stated purpose of the Special meeting, and the Members adopt a motion to add the business. [MGA, s. 194(5)]	delete 66	defer to MGA on how/when to call a special meeting
67	Administrative	Recognitions and Presentations Made During Council Meetings	Recognitions and Presentations Made During Council Meetings	delete "Presentations"	to align with Recognitions Policy
69	Accuracy-Improvement	Consent Agenda	69. (2) Briefings which have been directed by a <i>Council Committee</i> to be considered by <i>Council</i> must be placed on the <i>Council consent agenda</i> .	delete 69. (2)	clarified Briefing procedure

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
70	Accuracy-Improvement	Consent Agenda	70. An <i>SPC</i> consent agenda may include: (a) reports that will not be forwarded to <i>Council</i> ; (b) reports for information only which will be forwarded to <i>Council</i> ; or (c) reports which are part of a process of regular periodic reporting	delete and replace with 70. A <i>Council Committee</i> consent agenda may include: (a) reports that will not be forwarded to <i>Council</i> ; or (b) reports which are part of a process of regular periodic reporting	accuracy - Committees, other than SPCs, have consent agendas. Delete (b) to align with Briefings
83 (3)	Legislative	C - Closed Meetings	83. (3) Council or a Council Committee when holding a Closed Meeting may at any time direct that a person, other than a Member, leave the Closed Meeting. [MGA, s. 197(4)] (24M2019, 2019 June 17)	delete MGA s.197(4) and replace with MGA s. 197(6)	fix inaccurate reference to MGA
83.1 (1)	Accuracy-Improvement	C - Closed Meetings	For all confidential items, <i>Administration</i> must recommend a date by which the item should be reviewed for consideration of public release. (2) For confidential items which Council has directed be reviewed by a specific date: (a) the City Clerk shall: (i) post the title of the item and the review date on The City's website; and (ii) forward the item to the General Manager of the responsible department no later than 30 days prior to the date specified by Council; (b) the General Manager of the responsible department shall either: (i) direct that the item be posted to The City's website or (ii) set a new date for the item to be reviewed. (3) For confidential items which a General Manager has set a new review date pursuant to subsection (2)(b)(ii): (a) the City Clerk shall post the revised review date on The City's website; and (b) the procedure set out in subsections (2)(a) and (b) will be followed for the revised review date. (4) Where Council has directed that a confidential item be reviewed by a specific date, Council may subsequently change that date and such a change does not require a reconsideration. (24M2019, 2019 June 17)	delete 83.1 (2) delete 83.1 (3) renumber 83.1 (4) to 83.1 (2)	remove purely Administration process from procedure bylaw. This will be incorporated into The City Clerk's Office procedures
86	Remote Participation	D - Public Hearing Procedures	86 (4) In a public hearing, Council: (a) must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and [MGA, s. 230(4)(a)] (b) may hear from another person(s) who wishes to make representations and whom Council wishes to hear; and (c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation. [MGA, s. 230(4)(b)]	Add after subsection 4 "(4.1) A person, group of persons or person representing them who wishes to make a submission to Council in accordance with subsection (4) may make their submission remotely if they first pre-register with the City Clerk's Office."	reflect the ability for the public to participate remotely

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
104	Administrative	A- Main Motions	104. When the Chair believes there has been sufficient debate, she or he may seek to close debate on a motion, in accordance with the subsidiary motions table contained in Appendix D.1.	delete "she or he" and replace with "the Chair"	gender language
106	Accuracy-Improvement	Briefings	<p>Briefings</p> <p>106. (1) A report from Administration:</p> <p>(a) that does not seek any direction from Council;</p> <p>(b) from which no action will result; or</p> <p>(c) which is intended to highlight information of interest to Council; shall be identified as a "Briefing".</p> <p>(2) For Briefings:</p> <p>(a) the Briefing must be placed on the Consent Agenda of the appropriate Council Committee;</p> <p>(b) no motion or resolution is necessary to address the Briefing; and</p> <p>(c) the Briefing must not be forwarded to Council.</p> <p>(3) Despite subsection (2)(c), a Council Committee may, on a motion, direct that the Briefing be forwarded to Council. Such Briefing must be placed on the Consent Agenda of Council. (24M2019, 2019 June 17)</p>	<p>Delete 106. (1) and replace with "A communication from Administration"</p> <p>Delete (2) (a) and replace with "the Briefing will be placed at the end of the agenda.</p> <p>Delete (b) and replace with "the Briefing is not debatable"</p> <p>Delete (3) and replace with "Despite subsection (2) (c) a Council Committee may, on a motion, direct that the Briefing be forwarded to Council.</p>	updated Briefing procedure
116	Administrative	E-Reconsidering Motions	E – Reconsidering Motions 116 (2) 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).	delete "he or she" and replace with "a Member"	gender language
118	Administrative	F - Voting	118. Every Member present at a meeting of Council or a Council Committee must vote on every matter put to a vote, unless he or she declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the public hearing [MGA, s. 170, 182, 183(1) and 184].	delete "he or she" = delete and replace with "the Member"	gender language
119	Accuracy-Improvement	Voting Style	<p>119. (4) Despite subsections (1) and (3), if three or more <i>Members</i> indicate their opposition to a motion during an electronic or a voice vote, a <i>Roll Call Vote</i> must be taken.</p> <p>(5) At any time prior to commencing a vote by voice, a <i>Member</i> may request a <i>Roll Call Vote</i> or a <i>Recorded Vote</i>.</p>	<p>delete (4) and replace with:</p> <p>Despite subsection (3), the Chair may ask that a Roll Call Vote be taken</p>	eliminate 're-voting' that occurs when calling for a roll-call vote after an initial series of voting has taken place.

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
130	Accuracy-Improvement	No Meetings Between Nomination Day and Organizational Meeting	130. In the year of a General Election, no Regular or Special meeting is to be scheduled between Nomination Day as defined in the <i>Local Authorities Election Act</i> , and the organizational meeting following a General Election.	delete and replace with "In the year of a General Election, no meetings are to be scheduled between Nomination Day as defined in the <i>Local Authorities Election Act</i> , and the Organizational meeting following the next <i>General Election</i> ."	consistent use of meeting types
132	Administrative	B - Reporting Through Committee to Council	Despite the above, a <i>City BCC</i> cannot file, table or refer a report that <i>Council</i> has directed, by motion, return to <i>Council</i> by a specific date, unless there is sufficient time to have the report return to Committee and proceed to Council by the specified date.	delete "table" and replace with "postpone"	consistent use of the term table
135	Legislative	A - Agendas	135. Council and Council Committee agendas and all bylaws and other materials published as a part of an agenda are retained by the City Clerk in the permanent Corporate Record. [MGA, s. 201(1)(d)]	delete MGA s. 201(1)(d)	remove inaccurate reference to MGA
138	Accuracy-Improvement	B- Minutes	138. (c) the names of those who voted for and against a motion when a <i>recorded vote</i> is taken;	delete (b) and (c) and replace with "the names of members who voted for and against a motion".	update voting procedure
139	Administrative	B- Minutes	(3) If a Member questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording, made in accordance with the Council policy on Recordings of Legislative Meetings CC001 exists, the recording of that meeting must be used to decide the question.	delete and replace with "(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. "	grammar - placement of 'exists' in the sentence
141	Administrative	Consolidation of Bylaws	The City Clerk is designated to consolidate bylaws at his/her discretion when deemed convenient and in doing so, must:	delete "his/her" and replace with "the City Clerk's"	gender language
E. 46	Administrative	Appendix E - Definitions	E.46 " <i>Recorded Vote</i> " means each <i>Member</i> entitled to vote on a matter shall indicate their vote on a printed form. The <i>City Clerk</i> shall gather the forms and read aloud the votes.	delete	no longer used
E.51	Administrative	Appendix E - Definitions	E. 51 "Special" meeting of Council means a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice; (24M2019, 2019 June 17)	delete	Special council meetings are out set in the MGA.

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>F.1. A "Remote Member" is defined as a Member who intends to attend a Council or Council Committee meeting remotely. (18M2020, 2002 March 26)</p> <p>F.2 Remote participation is available when a Member is unable to attend a Council or Committee meeting. (18M2020, 2020 March 26)</p> <p>F.3 A request from a Member for remote participation should be received by the City Clerk at least one week in advance for inclusion in the agenda, so that notice of the remote participation is provided to the other Members and to the public. (18M2020, 2020 March 26)</p> <p>F.4 In consultation with the City Clerk, the Chair can determine a limit to the number of Remote Members in a meeting.</p> <p>F.5 Remote participation will only be used in the following meetings: (a) Regular, Strategic, and Public Hearing meetings of Council; and (b) Council Committee meetings where the City Clerk's Office provides legislative services.</p> <p>These are: (i) Standing Policy Committees: 1. Community and Protective Services; 2. Planning and Urban Development; 3. Transportation and Transit; and 4. Utilities and Corporate Services.</p>	<p>F.1 edit 2002 March 26 to 2020 March 26 delete and replace F.2 with "Remote participation is available when a Member is unable to attend a Council or Council Committee meeting in person." delete F.3 . F.5 (a) meetings of Council (b) Council Committee meetings where the <i>City Clerk's</i> Office provides legislative services.</p>	<p>provides clarity to the instructions, and reflects desired remote participation</p>

Procedure Bylaw Section	THEME	Heading	Current Text	Proposed Revisions	Direction & Notes
APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>(ii) Audit Committee;</p> <p>(iii) Priorities and Finance Committee;</p> <p>(iv) Intergovernmental Affairs Committee;</p> <p>(v) Gas, Power and Telecommunications Committee;</p> <p>(vi) Calgary Planning Commission;</p> <p>(18M2020, 2020 March 26)</p> <p>(vi.1) Arts Commons Advisory Committee;</p> <p>(18M2020, 2020 March 26)</p> <p>(vi.2) Council Compensation Review Committee; and</p> <p>(18M2020, 2020 March 26)</p> <p>(vii) any additional committees where Council are members.</p> <p>F.6 Remote participation is permitted in Closed Meetings.</p> <p>(15M2020, 2020 March 16)</p> <p>F.7 Remote participation will only be used in the following locations:</p> <p>(a) Council Chamber;</p> <p>(b) Calgary Power Reception Hall;</p> <p>(c) Legal Traditions Boardroom;</p> <p>(d) Electric Light Committee Meeting Room; and</p> <p>(e) other locations as determined by the City Clerk.</p> <p>F.8 A Remote Member is deemed to be present at the meeting and counts towards Quorum.</p> <p>(15M2020, 2020 March 16)</p> <p>F.9 The Remote Member retains all other rights and privileges as stated in the Procedure Bylaw.</p> <p>F.10 The time a Remote Member joins and leaves the meeting will be noted in the minutes.</p>	<p>Delete F.7</p> <p>F.9 italicize Procedure Bylaw, and add immediately following</p> <p>"The Chair will determine the practices to ensure the efficient and conduct of the meeting"</p>	
APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>F.11 Speaking:</p> <p>(a) The speaking queue for the Remote Member may be determined as either first or last in queue.</p> <p>(b) If the Remote Member wants to be moved in the speaking queue, he/she can message the Chair or the City Clerk.</p> <p>F.12 Voting:</p> <p>(a) Voting will follow the procedure outlined in the Procedure Bylaw.</p> <p>(b) The Clerk may administer the vote on behalf of the Remote Member, if necessary.</p> <p>(24M2019, 2019 June 17)</p>	<p>Delete F.11</p> <p>Delete F. 12</p>	

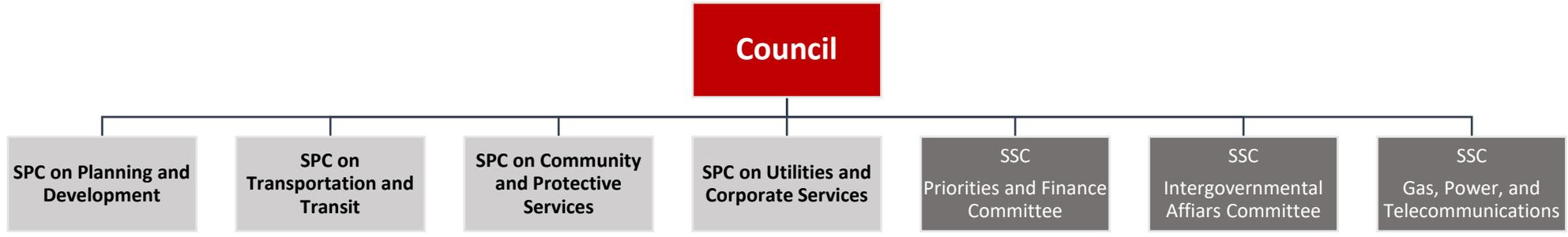
Proposed Council Committee Structure



Proposed Council Committee Mandates

<p>SPC Planning and Infrastructure</p>	<p>SPC Community and Economic Development</p>	<p>SSC Executive Committee</p>	<p>SSC Intergovernmental Affairs Committee</p>
<ul style="list-style-type: none"> • Planning (inc. Transportation) • Development • Climate Impact • Environment Management • Infrastructure • Oversight of The City's involvement in property transactions and how land and assets are managed by Administration (Note: currently in SPC on Utilities and Corporate Services) • Recommending the naming of City-owned facilities (Note: currently in SPC on Utilities and Corporate Services) • Oversight in the fields of telecommunication regulation and City Rights-of-Way agreements and bylaws (Note: currently in Gas, Power, & Telecommunications) • Green Line Committee 	<ul style="list-style-type: none"> • Connecting (affordable housing; arts & culture; community research & strategy; recreation stewardship & strategy; recreation, parks & community program planning; neighbourhood supports; social programs & supports; investing partnerships) • Protecting (bylaw education & compliance; transit safety & enforcement; Calgary 9-1-1; Emergency management & business continuity; fire services; pet ownership & Licensing; Taxi, limousine & vehicles-for-hire) • Economic Development incl. Downtown Strategy • Local and Business Economy 	<ul style="list-style-type: none"> • Financial Services (Finance, Assessment, Tax) • Corporate Planning • Directing Notices of Motion to Council • Recruitment, appointment and performance evaluations for the City Manager as required by the MGA sec. 205.1 • Integrity and Ethics Office • Council Services and Governance • People, Innovation, Collaboration (excluding business and local economy) (Note: currently HR, IT and CSC are in SPC on Utilities and Corporate Services) 	<ul style="list-style-type: none"> • Preparing representations on the impact of other governments' policies on The City of Calgary • Co-ordinating long term growth and development plans between The City and other municipalities • Developing strategies to address the needs for affordable housing in Calgary • Indigenous Relations
<p>Membership: 7 Members of Council</p>	<p>Membership: 7 Members of Council</p>	<p>Membership: Mayor 3 Chairs – 2 SPCs; Audit 3 Councillors-at-large</p>	<p>Membership: Mayor Representatives of AUMA; CMRB; FCM 3 Councillors-at-large</p>

Current Council Committee Structure - For Reference



Current Council Committee Structure - For Reference

<p style="text-align: center;">SPC Planning and Urban Development</p>	<p style="text-align: center;">SPC Transportation and Transit</p>	<p style="text-align: center;">SPC Community and Protective Services</p>	<p style="text-align: center;">SPC Utilities and Corporate Services</p>
<ul style="list-style-type: none"> • Land use planning and policy • Development and building approvals • Urban Strategy • Community Planning 	<ul style="list-style-type: none"> • Planning, design and monitoring of transportation route; • Traffic operations • Parking facilities • Public Transit 	<ul style="list-style-type: none"> • Parks, recreational, culture and social services • Civic partners • Affordable housing • Disaster Services • Bylaw Services • Fire Services • Grants related to services • Oversight of the ENMAX Legacy Parks Program by reviewing land acquisition opportunities, strategic program direction, and project selection 	<ul style="list-style-type: none"> • Environmental and safety management; environmental sustainability • Water resources and water services; waste and recycling services • Human resources; reviewing and making recommendations about corporate structure; corporate personnel issues; corporate policy; • Information technology and services; customer service and communications; facility management; supply; fleet services • Oversight of The City's involvement in property transactions and public policies and standards for land and assets managed by Administration • Recommending the naming of City-owned facilities.

Current Council Committee Structure - For Reference

SSC Gas, Power, and Telecommunications Committee	SSC Intergovernmental Affairs Committee	SSC Priorities and Finance Committee
<ul style="list-style-type: none">• Monitor and participate as necessary in regulatory proceedings only to protect the interests of the City of Clagary.• To provide oversight in the fields of telecommunication regulation and City Rights-of-Way agreements and bylaws.	<ul style="list-style-type: none">• Preparing representations on the impact of other governments' policies on The City• Co-ordinating long term growth and development in the region• Affordable Housing strategies	<ul style="list-style-type: none">• Overseeing the City's property assessment and taxation process• Overseeing financial planning and reporting• Coordinating projects initiated by elected officials that require significant administrative resources• Directing notices of motion to Council or Council Committee for consideration• Coordinating cross-Departmental strategies, initiatives and projects• Overseeing Council's community sustainability strategy;• Coordinating the recruitment and appointment process for the City Manager for recommendation to Council and providing quarterly performance evaluations and ongoing monitoring of the City Manager as required by the <i>MGA</i> s. 205.1

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2021 May 10	C2021-0699	<p>Office of the Councillors: Governance Review and Proposal</p> <p>That with respect to Report C2021-0699, the following be adopted: That Council</p> <p>3. Direct the City Clerk’s Office to review the mandate of the CCCO, returning to the Priorities and Finance Committee through the CCCO no later than July 2021 with a framework for Council governance over the accountability and transparency processes for matters related to the Office of the Councillors;</p>
2021 March 16	PFC2021-0226	<p>Deferral Request – Updates to the Procedure Bylaw due Q1 2021 to return on 20 July 2021</p>
2020 December 01	PFC2020-1374	<p>Deferral of Update on the Notice of Motion Process to 16 March 2021 with upcoming Procedure Bylaw Amendments</p>
2019 September 30	PFC2019-0913	<p>Notice of Motion Process Flow and Checklist</p> <p>That Council:</p> <p>4. Direct the City Clerk’s Office to provide an update of this process to the Priorities and Finance Committee by Q4 2020.</p>