

Procedure Bylaw Amendments – Council Committee Agenda Setting

RECOMMENDATION:

That Council give three readings to proposed Bylaw 2M2023 to amend Procedure Bylaw 35M2017.

HIGHLIGHTS

- Council has directed that section 39 of the Procedure Bylaw 35M2017 (“the Procedure Bylaw”) be amended to add Council Committee Chairs to the agenda setting process.
- What does this mean to Calgarians? Increased involvement of Council Committee Chairs in setting agendas will contribute to agenda effectiveness and allow Council Committee Chairs to be more responsive to emerging issues.
- Why does it matter? Involving Council Committee Chairs in agenda setting will allow more intentional and effective management of Council Committee agendas and enhance their leadership roles.
- Currently, the City Clerk, in collaboration with Administration, sets the items on Council Committee agendas.

DISCUSSION

At its 2022 December 13 Strategic Meeting, Council passed the following Motion Arising:

That with respect to Report C2022-1364, the following Motion Arising be adopted:

That Council direct Administration to return to the 2023 January 24 Regular Meeting of Council with a Bylaw amending section 39 of *Procedure Bylaw 35M2017* to add Council Committee Chairs to the Agenda Setting process.

The proposed amendments to section 39 of the Procedure Bylaw add the Chairs of the following Council Committees to the agenda setting process:

- Community Development Committee
- Infrastructure and Planning Committee
- Audit Committee
- Council Services Committee
- Executive Committee
- Intergovernmental Affairs Committee

The proposed amendments to section 39 mirror but do not change provisions from section 37 of the Procedure Bylaw which direct the Mayor and the City Clerk to set agenda items for meetings of Council within a specified timeframe, as well as define and limit the Mayor’s authority to defer reports.

At its 2022 December 20 Combined Meeting, Council amended section 83(1) of the Procedure Bylaw to remove the standing authorization for Council Members’ staff to attend Closed Meetings of Council and Council Committees. One additional technical amendment to the Procedure Bylaw is required to complete the alignment of section 83(2) of the Procedure Bylaw with Council’s previous amendment of section 83(1).

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact

RISK

Council Committee agenda approvals need to be provided on a timely basis to avoid delays in releasing agendas and agenda materials to the Public, Council, and Administration. To mitigate this risk, the City Clerk’s Office will review agenda approval processes and timelines and communicate with Council Committee Chairs accordingly.

ATTACHMENTS

- Proposed Bylaw 2M2023

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Kate Martin, City Clerk	Law, Legislative Services and Security	Approve