

## **COUNCIL CHAMBER OPERATIONAL MATTERS POLICY**

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### **EXECUTIVE SUMMARY**

The existing *Council Chamber - Operational Matters Policy* (CC032) is dated and no longer reflects operational realities. Therefore, the City Clerk's Office is proposing that the existing *Council Chamber - Operational Matters Policy* (CC032) be rescinded. Many of the elements to the policy are already covered in the Procedure Bylaw, or are operational in nature. In addition, the upcoming closure of Historic City Hall for renovation and rehabilitation will require more frequent and varied use of the Council Chamber. The City Clerk's Office will continue to manage the operational use of the Chamber in close collaboration with key partners.

### **CITY CLERK'S RECOMMENDATION**

That the Legislative Governance Task Force (LGTF) recommends that Council rescind the *Council Chamber - Operational Matters Policy* (CC032).

### **RECOMMENDATION OF THE LEGISLATIVE GOVERNANCE TASK FORCE, DATED 2016 JUNE 07:**

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That the City Clerk's Recommendation contained in Report LGT2016-0389 be approved.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

On 1986 April 29 the Nominating, Agenda and Personnel Committee adopted AOC86-28 - *New Council Chambers – Operational Matters*, which specified permitted and forbidden uses of the Council Chamber, as well as room standards and expectations around facility access.

In 2006, Council adopted Procedure Bylaw 44M2006, which, like its predecessor, included provisions governing the use of the Chamber. Specifically, the use of the Council Chamber was for meetings of Council only, unless permitted by the Personnel and Agenda Committee. In addition, the Bylaw reiterated that access to the area behind the Bar of Council was limited to Officers of Council and the City Manager's Representatives, unless permitted by the Mayor.

On 2009 January 26, Bylaw 3M2009 was adopted by Council, amending Procedure Bylaw 44M2006 by allowing that "The City Clerk and the Mayor may approve the use of Council Chambers for Meetings other than Meetings of Council."

### **BACKGROUND**

The City Clerk's Office has administered the *Council Chamber - Operational Matters Policy* (CC032) on behalf of the Mayor's Office since its approval in 1986. There have been no updates to the content of this policy since its adoption. The existing policy is dated, fails to reflect operational realities, and largely addresses issues already covered under the Procedure Bylaw. Further, it does not reflect the need for flexibility to accommodate more frequent and varied meetings in the future.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Consideration was given to presenting an updated Council Policy. However, once duplicate provisions to the Procedure Bylaw were removed, the contents of the policy no longer warranted

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Council direction given their operational nature. City Clerk's considered replacing the Council Policy with an Administration Policy, however, a procedure document maintained by the City Clerk's Office is deemed to be sufficient to address operational needs while maintaining a high degree of flexibility.

### **Stakeholder Engagement, Research and Communication**

Several City of Calgary business units were consulted in preparation of this report. In particular, Corporate Security and Customer Service and Communications (Media Relations) were consulted and will remain key stakeholders in maintaining appropriate use of the facility. No external stakeholder engagement was undertaken.

### **Strategic Alignment**

Strategic Action W5.1 from the City Clerk's portion of the 2015-2018 *Action Plan* specifies that the business unit will "continue to provide legislative support to Council and Committees, and provide reliable public access to meetings, agendas, decisions, and documents, including in person and electronically."

### **Social, Environmental, Economic (External)**

There are no social, environmental or external economic implications associated with the recommendations of this report.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

The recommendation to rescind the Council Policy and replace it with a business unit procedure has no operational financial impact.

#### **Current and Future Capital Budget:**

The recommendation to rescind the Council Policy and replace it with a business unit procedure has no capital financial impact.

### **Risk Assessment**

There are no risks associated with the recommendation of this report.

### **REASON FOR RECOMMENDATION:**

Rescinding the Council Chamber Operational Matters Policy (CC032) eliminates the overlap between the policy and the Procedure Bylaw, better reflects operational realities, and allows flexibility for more use of the Chamber. The City Clerk's Office will maintain operational procedures, and work with key partners (Corporate Security, Customer Service and Communications) to ensure appropriate use of the facility.

### **ATTACHMENT**

1. CC032 - "Council Chamber - Operational Matters Policy"