

Proposed Text for a Bylaw to amend Bylaw 35M2017, the Procedure Bylaw

1. Bylaw 35M2017, the Procedure Bylaw, as amended, is hereby further amended.
2. In section 24:
 - (a) the word “and” at the end of subsection 24(e) is deleted; and
 - (b) the following is added after subsection 24(f) as subsection 24(g):
 - “(g) at a *Closed Meeting*, ensure that only the matters that are approved to be discussed at the *Closed Meeting* are discussed.”
3. The following is added after section 29 as section 29.1:

“Remote Participation

29.1 A *Member* may participate in *Council* or *Council Committee* meetings remotely, in accordance with the procedures set out in Appendix E.”
4. The following is added after subsection 31(3) as subsection 31(4):

“(4) To facilitate the efficiency of *Council Committee* meetings, a *Council Committee* in consultation with the *City Clerk*, may direct that multiple speakers make their submissions in a single panel.”
5. Subsection 36(2) is deleted and replaced with the following:

“(2) The *City Clerk* must attend all meetings of *Council* and *Council Committees* in keeping with the *City Clerk’s* duties as set out in the *City Clerk Bylaw*, and is the parliamentary advisor for meetings of *Council* and *Council Committees* for the purpose of providing procedural advice to the *Chair*. The *City Clerk* must:

 - (a) inform the *Chair* when *Council’s* or a *Council Committee’s* discussion goes beyond the subject matter of the report or item before it discussions are no longer on the approved topic; and
 - (b) maintain any confidential items, reports or documents.”
6. 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*;
 - Notice(s) of Motion
 - Bylaw tabulations, and
 - Miscellaneous business,
- Urgent business;
- Confidential items;
 - Consent agenda,
 - Items from Officers, Administration and Committees, and
 - Urgent business;
- Administrative Inquiries; and
- Adjournment.”

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

“49. *Council - Combined meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda (*Omnibus Motion*);
 - 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*;

- Notice(s) of Motion
- 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; and
- Adjournment.”

8. 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
 - Bylaw tabulations (related to planning matters);
- Postponed reports (*includes related/supplemental reports*);
- Items directly to *Council*;
 - Notice(s) of Motion
- Urgent business; and
- Adjournment.”

9. 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;
- Adjournment.”

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

“52. *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;
- Items directly to Committee;
 - Referred reports, and
 - Notice(s) of motion;
- Urgent business;
- Confidential items
 - Items from Officers, Administration and Committees, and
 - Urgent business; and
- Adjournment.”

11. Section 53 is deleted.

12. Section 60 is deleted and replaced with the following:

- “60. (1) *Administration* must respond to questions asked during *question period* verbally at the meeting.
- (2) Despite subsection (1), where *Administration* is unable to respond to a question during *question period*, the question will be treated as an *Administrative Inquiry* and will follow the process set out in section 75.”

13. Subsection 62(2) is deleted.

14. Section 67 is deleted and replaced with the following:

- “67. (1) Recognitions may be added to the agenda of a *Regular* or *Combined* meeting of *Council* by the *City Clerk*, in accordance with Policy CP2018-02.
- (2) Recognitions may be scheduled for a specific time of the day, regarding of their placement within the order of business, subject to *Council's* approval of the agenda. The time which the recognition is scheduled must be noted on the agenda and, at the appointed time, any matter under discussion must be temporarily laid on the table (tabled) and be resumed upon conclusion of the scheduled recognition.”

15. Section 69(3) is deleted and replaced with the following:

- “(3) A *Council consent agenda* may also include:
- (a) reports where all the report recommendations were approved by

Committee, regardless of whether the approval at Committee was unanimous;

- (b) confidential reports where all recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous. The *omnibus motion* for a *consent agenda* containing confidential reports may be adopted prior to moving into a *closed meeting*;
 - (c) deferral requests; and
 - (d) procedural requests.
- (4) For the purposes of subsection (3):
- (a) a deferral request is a request from *Administration* for an item, that *Council* has previously directed be brought to a *Council* meeting by a specific date, to be deferred to a later date. For a deferral request:
 - (i) a written report is not required; and
 - (ii) the request for deferral must be included in the item title, and must specify the meeting and date in which the item will be brought before *Council*;and
 - (b) a procedural request is a request to address a non-contentious procedural issue, such as a change to a recess time or length, and includes a change to the *Council* calendar. For a procedural request:
 - (i) a written report is not required; and
 - (ii) the nature of the request must be included in the item title.”

16. Subsection 77(c) is deleted and replaced with the following:

“(c) questions of clarification from *Members* to *Administration*. At *Council* meetings, questions of clarification are limited to three minutes for each *Member*, not including responses from *Administration*. There is no limit for questions of clarification at *Council Committee* meetings.”

17. Section 82 is deleted and replaced with the following:

- “82. (1) Before holding a *Closed Meeting*, *Council* or a *Council Committee* must, in a meeting held in public, adopt a motion to go into a *Closed Meeting*, and the motion must include:
- (a) the title of each item to be discussed; and
 - (b) the listing of specific sections under Part 1, Division 2 of the *FOIP*

Act which provides the legislative authority to discuss the matters in a *Closed Meeting*.

- (2) *Council* or a *Council Committee*, prior to going into a *closed meeting*, may by resolution authorize members of *Administration*, or other persons, to attend specific items that will be discussed at the *closed meeting*. The proposed participants must be submitted to the *City Clerk* prior to the meeting.
- (3) For all confidential items, *Administration* must recommend a date by which the item should be:
 - (a) released publicly; or
 - (b) reviewed for consideration of public release.
- (4) For confidential items which *Council* has directed be released by a specific date, the *City Clerk* shall:
 - (a) post the title of the item and the release date on *The City's* website; and
 - (b) post the item to *The City's* website on the date *Council* specified.
- (5) 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 on the date specified by *Council*; or
 - (ii) set a new date for the item to be reviewed.
- (6) For confidential items which a General Manager has set a new review date pursuant to subsection (5)(b)(ii):
 - (a) the *City Clerk* shall post the revised review date on *The City's* website; and
 - (b) the procedure set out in subsection (5) will be followed for the revised review date.

- (7) Where *Council* has directed that a confidential item be released or reviewed by a specific date, *Council* may subsequently change that date and such a change does not require a reconsideration.”
18. The following is added after subsection 86(4) as subsection 86(5):
- “(5) To facilitate the efficiency of a public hearing, the *Chair*, in consultation with the *City Clerk*, may direct that multiple speakers make their submissions in a single panel. Each speaker in the panel will be permitted to speak for five minutes, and *Council* will not ask questions until the entire panel has made their submissions, at which time each Member will have five minutes to ask questions of the entire panel.”
19. Section 106 is deleted and replaced with the following:
- “Reports for Information Only**
106. (1) If the recommendation in a report is to "receive for information":
- (a) the report must be placed on the *Consent Agenda* of the appropriate *Council Committee*;
 - (b) no motion or resolution is necessary to address the report; and
 - (c) the report must not be forwarded to *Council*.
- (2) Despite subsection (1)(c), a *Council Committee* may, on a motion, direct that the report be forwarded to *Council*. Such report must be placed on the *Consent Agenda* of *Council*.”
20. Section 119 is deleted and replaced with the following:
- “Voting Style**
119. (1) Voting at *Council* and *Committee* meetings shall be by *Recorded Vote*, using an electronic voting system.
- (2) When all votes have been placed, the tally shall be displayed in the meeting room; however, a vote is not final until the *Chair* announces the result of the vote.
- (3) If the electronic voting system is not available, voting shall be by voice.
- (4) Despite subsection (3), if three or more *Members* indicate their opposition to a motion during a voice vote, a *Roll Call Vote* must be taken.
- (5) At any time prior to commencing a vote by voice, a *Member* may request a *Roll Call Vote* or a *Recorded Vote*.”
21. In **APPENDIX B – ROLE OF COUNCIL COMMITTEES**, section B.4 is deleted and

replaced with the following:

“B.4 The mandate of the Gas, Power and Telecommunications Committee is to monitor and participate as necessary in regulatory proceedings only to protect the interests of the City of Calgary. To provide oversight in the fields of telecommunication regulation and City Rights-of-Way agreements and bylaws.”

22. (1) **APPENDIX E – DEFINITIONS** is re-designated as **APPENDIX F – DEFINITIONS** and the section numbers in that appendix are renumbered accordingly.

(2) The following is added after Appendix D as Appendix E:

“APPENDIX E – REMOTE PARTICIPATION AT MEETINGS

E.1. A “*Remote Member*” is defined as a *Member of Council* who intends to attend a *Council* or *Council Committee* meeting remotely.

E.2. Remote participation is available when a *Member of Council* is unable to attend a *Council* or *Committee* meeting because the *Member*:

(a) will be absent on *Council* business at the direction of *Council*;

(b) is unable to attend the meeting for personal reasons or personal reasons of their family.

E.3. Remote participation will only be used in the following meetings:

(a) *Regular*, *Strategic*, and *Public Hearing Council* meetings; and

(b) *Council Committee* meetings where the *City Clerk’s Office* provides legislative services. 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.

(ii) Audit Committee;

(iii) Priorities and Finance Committee;

(iv) Intergovernmental Affairs Committee;

(v) Gas, Power and Telecommunications Committee;

(vi) Calgary Planning Commission; and

- (vii) any additional committees where Council are members.
 - E.4 Remote participation will be available in *Public Hearing Council* meetings, but Remote Members are not able to vote.
 - E.5 Remote participation will only be used in the following locations:
 - (a) Council Chamber;
 - (b) Calgary Power Reception Hall;
 - (c) Legal Traditions Boardroom;
 - (d) Electric Light Committee Meeting Room; and
 - (e) other locations as determined by the *City Clerk*.
 - E.6 A Remote Member is deemed to be present at the meeting, but does not count towards *Quorum*. *Quorum* must be met with those *Members of Council* physically present in the meeting location.
 - E.7 The Remote Member retains all other rights and privileges as stated in the Procedure Bylaw, (e.g., to vote, except in a *Public Hearing* as indicated above).
 - E.8 The time a Remote Member joins and leaves the meeting will be noted in the minutes.
 - E.9 Speaking:
 - (a) The speaking queue for the Remote Member may be determined as either first or last in queue.
 - (b) If the Remote Member wants to be moved in the speaking queue, he/she can email the *Chair* or the *City Clerk*.
 - E.10 Voting:
 - (a) Voting will follow the procedure outlined in the Procedure Bylaw.
 - (b) The *Clerk* may administer the vote on behalf of the Remote Member, if necessary.”
23. This Bylaw comes into force on the day it is passed.