



STAKEHOLDER ENGAGEMENT, RESEARCH AND COMMUNICATION

Engagement, research and communication methodology:

1. *Current State Review*: City Clerk's legislative staff and external consultant (Registered Parliamentarian) conducted full, independent reviews of:
 - the current Procedure Bylaw, Municipal Government Act ("MGA") and Calgary Council meeting proceedings in 2016; and
 - feedback submitted by Councillors from the 2011 Legislative Governance Task Force reports on the Procedure Bylaw.
2. *Leading Practice Review*: Meeting procedure bylaws in use in other municipalities in Canada were examined (Burlington, Edmonton, London, Toronto and Vancouver) in order to determine current practices in municipalities with similar governance models.
3. *Stakeholder Engagement*
 - hosted session for Members of Council with the City Clerk, external consultant and project manager, December 2016,
 - four sessions to gather input on existing and future meeting procedures (*City Clerk, Legislative Services staff and Law Department staff*) between November 2016 to January 2017,
 - Meeting with Law Department January 12, 2017,
 - Meeting with City Manager's Office January 26, 2017
 - one-on-one engagement with 6 Members of Council, Councillors' Office, and the Mayor
 - meeting with Planning Department staff to collaborate on revised Public Hearing order of business, and
 - follow-up meetings between the City Clerk's Office and stakeholders for feedback on the draft proposed bylaw, June 2017.
4. *Communication*:
 - the City Clerk's Office presented a project update to the Administrative Leadership Team (ALT) April 11 2017
 - Newsletter and draft proposed bylaw were shared with the CMO and Departments, Law Department between 2017 May 17 and 25,
 - the Executive Project Sponsor was provided opportunity to comment on the report and proposed text for a Procedure Bylaw on 2017 June 22 and 27,
 - Update memo and draft bylaw shared with CMO and Departments on 2017 June 15, and
 - Verbal update to ALT on 2017 June 20.

5. *Education:*

Should Council adopt a new Procedure Bylaw, the City Clerk's Office plans to support the changes by providing education to Members of Council, their staff, the Administration and the general public. This includes Council Orientation, legislative workshops, *Get to Know City Hall* workshops, support materials published to City Clerk's webpages (e.g.: updated 'How-To Participate In Meetings' guide) and 311 scripting. This will allow all stakeholders to take maximum advantage of the efficiencies contained in the new Procedure Bylaw.