

Jurisdiction	Applicable Legislation	Business Process	Administered By
Calgary	Calgary's Procedure Bylaw 44M2006, as amended. Calgary's Respectful Workplace Policy, HR-LR-001	A review of public submissions received for publish in the Council Agenda is conducted by the City Clerk's Office. Communications received by the City Clerk abusive in nature may be filed.	Administration
Edmonton	City of Edmonton; Bylaw 12300, as amended, Procedures and Committees Bylaw	Administration summarizes correspondence deemed to be improper, libelous or impertinent and informs Council it is being withheld. Council does not receive the correspondence unless it is specifically requested.	Administration
Hamilton	City of Hamilton, Bylaw NO. 14-300: A By-law to Govern the Proceedings of Council and Committees of Council	The City Clerk's Office reviews public submissions to ensure there is no obscene or improper language. In the event that an item did contain such content, a response is sent quoting the section of the Procedure Bylaw and advising that the correspondence will not be included in the Council Agenda as a result.	Administration

Ottawa	No guidelines or protocols	Public submissions received with respect to a matter on a Committee or Council agenda form part of the public record and are made available to Members of Council and to staff. Submissions are available to the public on request.	Administration
Red Deer	Procedure Bylaw 3358 - 2006 Communications to Council	Public Submissions are considered with the Respectful Workplace Policy and the provisions outlined in the Procedure Bylaw. Respectful submissions are accepted for publishing in the Council agenda while those not meeting the outlined criteria are sent back to the sender by Administration.	Administration
Toronto	Toronto Municipal Code, Chapter 27 Clause 27-21B (6)	Administration reviews all communications related to the Council and refers those that contain potentially defamatory content/offensive language back to the sender.	Administration