

Procedure Bylaw Section	Theme	Heading	Current Text	Proposed Revisions	Direction & Notes
16	Accuracy-Improvement	A - Scheduling of Meetings Council and Committee Meeting Scheduling by Council Calendar	16.(1) Annually, <i>Council</i> will adopt a schedule of <i>Regular</i> and <i>Special</i> meetings for the subsequent year (a Council Calendar). The <i>City Clerk</i> will present one or more calendar proposals for consideration by <i>Council</i> .	Delete 16.(1) and replace with: 16.(1) Annually, Council will adopt a schedule of meetings for the subsequent year (a Council Calendar).	Council also adopts Council Committee meetings, Strategic Meetings of Council, Combined Meetings of Council. Special Meetings are scheduled as per the <i>MGA</i> .
17	Legislative	Additions or Changes to Meetings Scheduled on the Council Calendar	17.(4) The Mayor, in consultation with the City Clerk: (a) may call a Special Council meeting whenever the Mayor considers it appropriate to do so; and [MGA, s. 194(1)(a)] (b) must call a Special Council meeting if the Mayor receives a written request for the meeting, stating its purpose, from a majority of the Councillors. Such meeting must be held within 14 days after the date that the Mayor receives the request. [MGA, s. 194(2)(b)]	delete 17 (4) and replace with "The <i>Mayor</i> may call a special meeting at any time in accordance with the <i>Municipal Government Act</i> ." [MGA, s. 194]	
22	Accuracy-Improvement	B- Providing Notice of Meetings	22. Except for meetings scheduled on the adopted Council Calendar, the <i>City Clerk</i> must notify <i>Members</i> and the public as soon as possible, and no less than 24 hours in advance, when meetings are scheduled, re-scheduled, postponed, or cancelled. Notice is deemed to be given by notifying <i>Members</i> , updating <i>The City's</i> website, and by posting a monthly schedule in the Municipal Building.	Adding the word "and" following <i>Members</i> , and delete the following: "and by posting a monthly schedule in the Municipal Building." 22. Except for meetings scheduled on the adopted Council Calendar, the City Clerk must notify Members and the public as soon as possible, and no less than 24 hours in advance, when meetings are scheduled, re-scheduled, postponed, or cancelled. Notice is deemed to be given by notifying Members, and updating The City's website.	staff are no longer posting a physical (written) notice of meetings
23	Legislative	Notice of Special Meetings	Notice of Special Meetings 23. (1) The notice for a Special meeting must describe the nature of the business to be transacted. [MGA, s. 194 (3)] (2) If a matter is not specified in the notice of a Special meeting, it may not be dealt with, unless all Members are present and a motion is passed by a majority vote to add the matter. [MGA, s. 194 (5)] (3) Waiving notice of a matter to be discussed at a meeting must be kept to a minimum, noting Council's preference to be as transparent and as accountable to the public as possible.	delete 23	defer to MGA on criteria on how/when to call a special meeting of council

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24	Remote Participation	Role of the Chair	24. The Chair must: (a) maintain order and decorum in a manner which promotes fairness and forward progress; (b) keep a sequence of speakers and recognize Members, Administration, advisors or citizens to speak at the appropriate segments of the agenda; (c) make rulings on Points of Order or Questions of Privilege; (d) ensure that Members understand the motion before them; (e) ensure that Members are at their designated seats and ready to vote, and must subsequently call the vote;	delete (e) "ensure that Members are at their designated seats and ready to vote, and"	
28	Remote Participation	B - Members of Council and Council Committees Participation by Members	28. (1) A <i>Member</i> who wishes to speak or make a motion at a meeting shall do so only after being recognized by the <i>Chair</i> , and may stand or remain seated while addressing the assembly. Recognition must ordinarily be on a first-come-first-served basis.	delete "and may stand or remain seated while addressing the assembly." 28. (1) A <i>Member</i> who wishes to speak or make a motion at a meeting shall do so only after being recognized by the <i>Chair</i> . Recognition must ordinarily be on a first-come-first-served basis.	
30	Remote Participation	C-Members of the Public	30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery at <i>Council or City BCC</i> meeting must: (a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and (b) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful, or intimidating to others.	delete "(a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and" 30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery or participating remotely at <i>Council or City BCC</i> meeting must: (a) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful, or intimidating to others.	
32	Remote Participation	C - Members of the Public	32. When making a submission to <i>Council or a Council Committee</i> , a member of the public must: (a) approach the speakers's podium only when called by the <i>Chair</i> ,	Section 32 is deleted and replaced with: "When making a submission to <i>Council or Council Committee</i> , a member of the public must speak only when called by the <i>Chair</i> ,	
37	Administrative	A - Agendas Agenda Setting	37.(5) The <i>Mayor</i> may request that a report whose only recommendation is that "Council receive for information" be removed from the <i>Council consent agenda</i> . The report must be then placed elsewhere on the agenda.	Delete 37. (5).	unesessary - same process for all items on consent.
38	Legislative	A- Agendas Agenda Setting	38. The subject of the agenda for a Special meeting of Council is determined by the Mayor and the City Clerk, and must be described in general terms in the notice of the meeting.	delete 38	defer to MGA on criteria on how/when to call a special meeting of council

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40	Legislative	A - Agendas Agenda Setting	40. The subject of the agenda for a Special meeting of Council Committees is determined by the Chair and the City Clerk, and must be described in general terms in the notice of the meeting	delete 40	defer to MGA on criteria on how/when to call a special meeting of council
42	Administrative	Agenda Submission Deadlines	42. (1) Submissions from Members of Council for inclusion in a Council or a Council Committee agenda must be submitted to the City Clerk no later than 11:59 p.m., one week before the meeting. Submissions received after the deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed. (2) Submissions from Administration, Council Committees and Officers of Council must be in accordance with administrative guidelines established by the City Clerk. Submissions received after the stated deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.	delete 42 (1) and 42 (2) and replace with 42. Submissions from Members of Council, Administration, Council Committees and Officers of Council for inclusion in a Council or a Council Committee agenda must be submitted to the City Clerk no later than 11:59 p.m., one week before the meeting. Submissions received after the deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.	Blend. 42 (1) & (2) Same deadline for all reports
46	Accuracy-Improvement	Provisions of Agenda	(c) made available for review in person in the Municipal Complex, as soon as possible after delivery to the <i>Members</i>	delete 46 (c)	staff no longer provide paper copies of the agenda. Public can access online, in the Archives, if necessary
48-52	Accuracy-Improvement	Order of Business	Briefings	Move Briefings from under Consent Agendas, to the end of the agenda, usually after Administrative inquiries	align similar-type items
57	Accuracy-Improvement	Unfinished Business	57. Unfinished Business which was not concluded when a meeting did not achieve <i>quorum</i> , or when <i>quorum</i> was lost, is forwarded as follows: (a) to the next <i>Regular</i> meeting of the body;	57. (a) to the next appropriate meeting of <i>Council</i> or <i>Council Committee</i> , as determined by the <i>City Clerk</i> . (b) to a <i>Special</i> meeting of the body, called to dispose of the unfinished business	reflects the accurate procedure and different meeting types
66	Legislative	Addition of Urgent Business to an Agenda	66. Addition of a matter as urgent business to a Special meeting may only be made if all Members are in attendance at the meeting, the item proposed for addition falls within the stated purpose of the Special meeting, and the Members adopt a motion to add the business. [MGA, s. 194(5)]	delete 66	defer to MGA on how/when to call a special meeting
67	Administrative	Recognitions and Presentations Made During Council Meetings	Recognitions and Presentations Made During Council Meetings	delete "Presentations"	to align with Recognitions Policy
69	Accuracy-Improvement	Consent Agenda	69. (2) Briefings which have been directed by a <i>Council Committee</i> to be considered by <i>Council</i> must be placed on the <i>Council consent agenda</i> .	delete 69. (2)	clarified Briefing procedure

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70	Accuracy-Improvement	Consent Agenda	70. An SPC consent agenda may include: (a) reports that will not be forwarded to Council; (b) reports for information only which will be forwarded to Council; or (c) reports which are part of a process of regular periodic reporting	delete and replace with 70. A Council Committee consent agenda may include: (a) reports that will not be forwarded to Council; or (b) reports which are part of a process of regular periodic reporting	accuracy - Committees, other than SPCs, have consent agendas. Delete (b) to align with Briefings
83 (3)	Legislative	C - Closed Meetings	83. (3) Council or a Council Committee when holding a Closed Meeting may at any time direct that a person, other than a Member, leave the Closed Meeting. [MGA, s. 197(4)] (24M2019, 2019 June 17)	delete MGA s.197(4) and replace with MGA s. 197(6)	fix inaccurate reference to MGA
83.1 (1)	Accuracy-Improvement	C - Closed Meetings	For all confidential items, <i>Administration</i> must recommend a date by which the item should be reviewed for consideration of public release. (2) 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 or (ii) set a new date for the item to be reviewed. (3) For confidential items which a General Manager has set a new review date pursuant to subsection (2)(b)(ii): (a) the City Clerk shall post the revised review date on The City's website; and (b) the procedure set out in subsections (2)(a) and (b) will be followed for the revised review date. (4) Where Council has directed that a confidential item be reviewed by a specific date, Council may subsequently change that date and such a change does not require a reconsideration. (24M2019, 2019 June 17)	delete 83.1 (2) delete 83.1 (3) renumber 83.1 (4) to 83.1 (2)	remove purely Administration process from procedure bylaw. This will be incorporated into The City Clerk's Office procedures
86	Remote Participation	D - Public Hearing Procedures	86 (4) In a public hearing, Council: (a) must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and [MGA, s. 230(4)(a)] (b) may hear from another person(s) who wishes to make representations and whom Council wishes to hear; and (c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation. [MGA, s. 230(4)(b)]	Add after subsection 4 "(4.1) A person, group of persons or person representing them who wishes to make a submission to Council in accordance with subsection (4) may make their submission remotely if they first pre-register with the City Clerk's Office."	reflect the ability for the public to participate remotely

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104	Administrative	A- Main Motions	104. When the Chair believes there has been sufficient debate, she or he may seek to close debate on a motion, in accordance with the subsidiary motions table contained in Appendix D.1.	delete "she or he" and replace with "the Chair"	gender language
106	Accuracy-Improvement	Briefings	<p>Briefings</p> <p>106. (1) A report from Administration:</p> <p>(a) that does not seek any direction from Council;</p> <p>(b) from which no action will result; or</p> <p>(c) which is intended to highlight information of interest to Council; shall be identified as a "Briefing".</p> <p>(2) For Briefings:</p> <p>(a) the Briefing must be placed on the Consent Agenda of the appropriate Council Committee;</p> <p>(b) no motion or resolution is necessary to address the Briefing; and</p> <p>(c) the Briefing must not be forwarded to Council.</p> <p>(3) Despite subsection (2)(c), a Council Committee may, on a motion, direct that the Briefing be forwarded to Council. Such Briefing must be placed on the Consent Agenda of Council. (24M2019, 2019 June 17)</p>	<p>Delete 106. (1) and replace with "A communication from Administration"</p> <p>Delete (2) (a) and replace with "the Briefing will be placed at the end of the agenda.</p> <p>Delete (b) and replace with "the Briefing is not debatable"</p> <p>Delete (3) and replace with "Despite subsection (2) (c) a Council Committee may, on a motion, direct that the Briefing be forwarded to Council.</p>	updated Briefing procedure
116	Administrative	E-Reconsidering Motions	E – Reconsidering Motions 116 (2) Any Member, regardless of how he or she voted on a defeated motion, can bring back the motion under the procedures for introducing a Notice of Motion (see section 113).	delete "he or she" and replace with "a Member"	gender language
118	Administrative	F - Voting	118. Every Member present at a meeting of Council or a Council Committee must vote on every matter put to a vote, unless he or she declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the public hearing [MGA, s. 170, 182, 183(1) and 184].	delete "he or she" = delete and replace with "the Member"	gender language
119	Accuracy-Improvement	Voting Style	<p>119. (4) Despite subsections (1) and (3), if three or more <i>Members</i> indicate their opposition to a motion during an electronic or a voice vote, a <i>Roll Call Vote</i> must be taken.</p> <p>(5) At any time prior to commencing a vote by voice, a <i>Member</i> may request a <i>Roll Call Vote</i> or a <i>Recorded Vote</i>.</p>	<p>delete (4) and replace with:</p> <p>Despite subsection (3), the Chair may ask that a Roll Call Vote be taken</p>	eliminate 're-voting" that occurs when calling for a roll-call vote after an initial series of voting has taken place.

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130	Accuracy-Improvement	No Meetings Between Nomination Day and Organizational Meeting	130. In the year of a General Election, no Regular or Special meeting is to be scheduled between Nomination Day as defined in the <i>Local Authorities Election Act</i> , and the organizational meeting following a General Election.	delete and replace with "In the year of a General Election, no meetings are to be scheduled between Nomination Day as defined in the <i>Local Authorities Election Act</i> , and the Organizational meeting following the next <i>General Election</i> ."	consistent use of meeting types
132	Administrative	B - Reporting Through Committee to Council	Despite the above, a <i>City BCC</i> cannot file, table or refer a report that <i>Council</i> has directed, by motion, return to <i>Council</i> by a specific date, unless there is sufficient time to have the report return to Committee and proceed to Council by the specified date.	delete "table" and replace with "postpone"	consistent use of the term table
135	Legislative	A - Agendas	135. Council and Council Committee agendas and all bylaws and other materials published as a part of an agenda are retained by the City Clerk in the permanent Corporate Record. [MGA, s. 201(1)(d)]	delete MGA s. 201(1)(d)	remove inaccurate reference to MGA
138	Accuracy-Improvement	B- Minutes	138. (c) the names of those who voted for and against a motion when a <i>recorded vote</i> is taken;	delete (b) and (c) and replace with "the names of members who voted for and against a motion".	update voting procedure
139	Administrative	B- Minutes	(3) If a Member questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording, made in accordance with the Council policy on Recordings of Legislative Meetings CC001 exists, the recording of that meeting must be used to decide the question.	delete and replace with "(3) If a Member questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording exists, made in accordance with the Council policy on Recordings of Legislative Meetings CC001, the recording of that meeting must be used to decide the question. "	grammar - placement of 'exists' in the sentence
141	Administrative	Consolidation of Bylaws	The City Clerk is designated to consolidate bylaws at his/her discretion when deemed convenient and in doing so, must:	delete "his/her" and replace with "the City Clerk's"	gender language
E. 46	Administrative	Appendix E - Definitions	E.46 " <i>Recorded Vote</i> " means each <i>Member</i> entitled to vote on a matter shall indicate their vote on a printed form. The <i>City Clerk</i> shall gather the forms and read aloud the votes.	delete	no longer used
E.51	Administrative	Appendix E - Definitions	E. 51 "Special" meeting of Council means a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice; (24M2019, 2019 June 17)	delete	Special council meetings are out set in the <i>MGA</i> .

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APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>F.1. A “Remote Member” is defined as a Member who intends to attend a Council or Council Committee meeting remotely. (18M2020, 2002 March 26)</p> <p>F.2 Remote participation is available when a Member is unable to attend a Council or Committee meeting. (18M2020, 2020 March 26)</p> <p>F.3 A request from a Member for remote participation should be received by the City Clerk at least one week in advance for inclusion in the agenda, so that notice of the remote participation is provided to the other Members and to the public. (18M2020, 2020 March 26)</p> <p>F.4 In consultation with the City Clerk, the Chair can determine a limit to the number of Remote Members in a meeting.</p> <p>F.5 Remote participation will only be used in the following meetings: (a) Regular, Strategic, and Public Hearing meetings of Council; and (b) Council Committee meetings where the City Clerk’s Office provides legislative services.</p> <p>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.</p>	<p>F.1 edit 2002 March 26 to 2020 March 26 delete and replace F.2 with "Remote participation is available when a Member is unable to attend a Council or Council Committee meeting in person. delete F.3 . F.5 (a) meetings of Council (b) Council Committee meetings where the <i>City Clerk's</i> Office provides legislative services.</p>	<p>provides clarity to the instructions, and reflects desired remote participation</p>

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APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>(ii) Audit Committee;</p> <p>(iii) Priorities and Finance Committee;</p> <p>(iv) Intergovernmental Affairs Committee;</p> <p>(v) Gas, Power and Telecommunications Committee;</p> <p>(vi) Calgary Planning Commission;</p> <p>(18M2020, 2020 March 26)</p> <p>(vi.1) Arts Commons Advisory Committee;</p> <p>(18M2020, 2020 March 26)</p> <p>(vi.2) Council Compensation Review Committee; and</p> <p>(18M2020, 2020 March 26)</p> <p>(vii) any additional committees where Council are members.</p> <p>F.6 Remote participation is permitted in Closed Meetings.</p> <p>(15M2020, 2020 March 16)</p> <p>F.7 Remote participation will only be used in the following locations:</p> <p>(a) Council Chamber;</p> <p>(b) Calgary Power Reception Hall;</p> <p>(c) Legal Traditions Boardroom;</p> <p>(d) Electric Light Committee Meeting Room; and</p> <p>(e) other locations as determined by the City Clerk.</p> <p>F.8 A Remote Member is deemed to be present at the meeting and counts towards Quorum.</p> <p>(15M2020, 2020 March 16)</p> <p>F.9 The Remote Member retains all other rights and privileges as stated in the Procedure Bylaw.</p> <p>F.10 The time a Remote Member joins and leaves the meeting will be noted in the minutes.</p>	<p>Delete F.7</p> <p>F.9 italicize Procedure Bylaw, and add immediately following</p> <p>"The Chair will determine the practices to ensure the efficient and conduct of the meeting"</p>	
APPENDIX F	Remote Participation	Remote Participation at Meetings	<p>F.11 Speaking:</p> <p>(a) The speaking queue for the Remote Member may be determined as either first or last in queue.</p> <p>(b) If the Remote Member wants to be moved in the speaking queue, he/she can message the Chair or the City Clerk.</p> <p>F.12 Voting:</p> <p>(a) Voting will follow the procedure outlined in the Procedure Bylaw.</p> <p>(b) The Clerk may administer the vote on behalf of the Remote Member, if necessary.</p> <p>(24M2019, 2019 June 17)</p>	<p>Delete F.11</p> <p>Delete F. 12</p>	