

Law, Legislative Services & Security Report to
Regular Meeting of Council
2025 June 24

ISC: UNRESTRICTED
C2025-0463

Modernizing Council's Procedure Bylaw, Part I

PURPOSE

The purpose of this Report is to recommend a new procedure bylaw to repeal and replace Procedure Bylaw 35M2017.

PREVIOUS COUNCIL DIRECTION

Procedure Bylaw 35M2017 was adopted by Council in August 2017 and has been amended 18 times since then, including most recently at the 2024 Organizational Meeting of Council.

RECOMMENDATION:

That Council direct the City Clerk to prepare a new procedure bylaw for Council's approval prior to 2025 September 22 to repeal and replace Procedure Bylaw 35M2017, effective 2025 October 29, incorporating:

1. Recommendations from the City Clerk as set out in Attachment 1; and
2. Recommendations from Members of Council as set out in Attachment 2.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- The *Municipal Government Act* ("MGA") provides that a council may, by bylaw, establish the procedures to be followed by a council.
- The City Clerk's Office led a comprehensive review of Procedure Bylaw 35M2017, including internal engagement with Administration and Members of Council, legal review, and guidance from an independent expert on parliamentary procedure.
- Establishing a modernized procedure bylaw is intended to improve alignment with legislative requirements set out in the MGA and parliamentary standards, and enhance the efficiency and effectiveness of council and council committee meetings by improving clarity, streamlining processes and closing procedural gaps.
- Recommendations for changes relating to alignment with the MGA, *Robert's Rules of Order Newly Revised* and best practices are set out in Attachment 1 and are illustrated for ease of reference in Attachment 3.
- Recommendations for changes arising from Member of Council engagement are included in Attachment 2 and are illustrated for ease of reference in Attachment 3.
- Further amendments may be brought to Council by the City Clerk at a later date, following the issuance of any Ministerial Orders related to Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* ("Bill 50") respecting council and council committee procedures. Amendments to the procedure bylaw will be required within 6 months of the date on which the Order is issued.

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DISCUSSION

This Report proposes a phased approach. In Part I, Council would establish a modernized procedure bylaw incorporating improvements identified by the City Clerk (Attachment 1) and recommendations collected through engagement with Members of Council (Attachment 2). Implementing these substantive improvements before the 2025 Organizational Meeting of Council and the onboarding of a new Council for the 2025-2029 term will ensure that there is a modernized procedure bylaw in place to support the success of the next elected Council.

In Part II, further recommendations to amend the new procedure bylaw will be presented, including those that may arise following a more exhaustive legal review of Bill 50, and consideration of Orders that the Minister of Municipal Affairs may make relating to council and council committee procedures.

Review of Procedure Bylaw 35M2017 and Proposed Changes

There has been considerable change since Procedure Bylaw 35M2017 was implemented, including: paperless Meeting Agendas, electronic voting, and two terms of Council. Ad hoc amendments have been required over the past eight years to address changes to evolving legislative and operational requirements. The review process included a professional assessment by a Registered Parliamentarian, engagement sessions with Members of Council and Council Committee Chairs, a survey distributed to 84 members of Administration, Council and ward offices, and one-on-one engagement as necessary. Additionally, the Law Department reviewed Procedure Bylaw 35M2017 for alignment with the MGA.

The proposed changes include:

- Attachment 1: changes to align with MGA requirements and *Robert's Rules of Order Newly Revised*, close procedural gaps, clarify rules, and incorporate advice from both the Registered Parliamentarian and Law.
- Attachment 2: changes desired by Members of Council specific to City of Calgary City Council, rather than requirements in the MGA or procedural standards set out in *Robert's Rules of Order Newly Revised*.
- Attachment 3: red-lined version of Procedure Bylaw 35M2017 for Council's ease of reference, illustrating proposed changes from both Attachments 1 and 2.

Next Steps

If the Recommendations of this Report are adopted by Council, the City Clerk will return directly to a meeting of Council before 2025 September 22 with a new procedure bylaw to replace and repeal Procedure Bylaw 35M2017.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

Engagement was undertaken with internal interested parties using a survey, in-person engagement sessions, and one-on-one engagement as necessary. Engagement sessions and the survey focussed on the following themes and their effectiveness: agenda-setting processes and timelines, reconsideration processes, procedures surrounding motions, procedures surrounding voting, provisions around rights of participants, and processes related to Notices of Motion.

The independent Registered Parliamentarian provided their professional review of Procedure Bylaw 35M2017 and best practices, including specific input on motions to reconsider, rescind, or renew in alignment with *Robert's Rules of Order Newly Revised*.

IMPLICATIONS

Social

Not applicable

Environmental

Not applicable

Economic

Not applicable

Service and Financial Implications

No anticipated financial impact

RISK

Modernizing Procedure Bylaw 35M2017 before the 2025 Organizational Meeting of Council and the onboarding of new Members of Council will mitigate the possibility of inefficiencies relating to matters of council and council committee procedures that may arise if newly elected Members must learn and navigate outdated procedural rules that must be changed early in the next term of Council.

ATTACHMENTS

1. Procedure Bylaw Administrative Changes and Rationale
2. Procedure Bylaw Engagement Based Changes
3. Redline Procedure Bylaw 35M2017
4. Previous Council Direction, Background
5. Presentation

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Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services and Security	Approve
David Duckworth	Chief Administrative Officer	Consult

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