

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
1. This Bylaw may be referred to as the “Procedure Bylaw”.	1. This Bylaw may be cited as the “Procedure Bylaw”.	Correction
N/A	<p><b>Definitions</b> Move all definitions contained in “Appendix E” here.</p> <p><b>Interpretation</b>  X. Specific references to laws in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted and as they are amended or replaced from time to time, including successor legislation.   X. Specific reference to other bylaws of the City of Calgary in this Bylaw are meant to refer to the current bylaws as passed by Council and as they are amended or replaced from time to time.   X. All schedules and appendices to this Bylaw form part of this Bylaw.   X. A specific statement or rule has greater authority than a general one. Headings are only for reference purposes.</p>	Legal Opinion Clarification of Rule Gap in Procedure
2. This Bylaw applies to all meetings of Council, Council Committees and other City BCCs. Committees created by Council, whether staffed by the City Clerk or not, are subject to the provisions of this Bylaw unless Council has authorized that committee to establish its own procedures.	2. This Bylaw applies to all meetings of <i>Council</i> and <i>Council Committees</i> . <i>Council Committees</i> established by <i>Council</i> , whether staffed by the <i>City Clerk</i> or not, are subject to the provisions of this Bylaw, unless <i>Council</i> has authorized them to establish their own procedures.	Clarification of Rule
N/A	X. Despite Section 2, this Bylaw does not apply to Business Improvement Areas.	Clarification of Rule
The Appendices to this Bylaw form part of the Bylaw.	Delete, include in interpretation section.	Correction

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<p><b>Authority</b></p> <p>4. (1) If neither the <i>Municipal Government Act</i> nor this Procedure Bylaw resolves a question about procedure, the most recently published edition of <i>Robert's Rules of Order Newly Revised</i> (RONR) is to apply, but only to the extent that RONR is applicable to the situation.</p> <p>(2) Where the relevance or applicability of RONR is disputed, the <i>Chair</i> must determine the issue, subject to an appeal by a <i>Member</i>.</p>	<p><b>Authority</b></p> <p>4. (1) The Chair, in consultation with the City Clerk, may use the most recently published edition of Robert's Rules of Order Newly Revised (RONR) to make a ruling on a question of procedure, to the extent that RONR is applicable to the question:</p> <p>(a) If neither the <i>Municipal Government Act</i> nor this Procedure Bylaw resolves a question about procedure;</p> <p>(b) If there is a conflict between two or more rules in the Procedure Bylaw; or</p> <p>(c) If there is no specific rule on a matter.</p> <p>(2) Where the relevance or applicability of RONR is disputed, the <i>Chair</i> may make a ruling on a question of procedure, subject to an appeal by a <i>Member</i>, and may rely upon Council's practices and former decisions, including previous rulings, in doing so.</p>	Clarification of Rule
<p>5. The rules contained in this Bylaw shall be used to facilitate progress and shall be applied in the spirit of fairness, equality and common sense.</p>	<p>5. The rules contained in this Bylaw shall be used to facilitate the progress of meetings and shall be applied in the spirit of fairness, equality and common sense.</p>	Clarification of Rule
<p>6. (1) Subject to section 7, any rule contained in this Bylaw or RONR may be temporarily suspended by Council or a City BCC on a case-by-case basis, by a majority vote or by general consent.</p>	<p>6. Subject to section 7, any rule contained in this Bylaw or RONR may be temporarily suspended by <i>Council</i> or <i>Council Committee</i> on a case-by-case basis, by <i>unanimous consent</i> or by a <i>majority vote</i>.</p>	Correction Alignment to Robert's Rules of Order
<p>6. (2) In a case where a suspendable rule is inadvertently not adhered to, and no one's rights are being infringed upon nor is any discernible harm done to the proper transaction of business, the rule shall be deemed to have been suspended for that specific case.</p>	Deleted	Legal Opinion

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N/A	<b>Majority vote required by default</b>  X. Unless specified otherwise in this Bylaw, a motion passes when it receives a <i>majority vote</i> .	Clarification of Rule
9. (1) <i>Council</i> , at its Organizational meeting, shall adopt a roster of <i>Deputy Mayors</i> for the following year.	9. (1) <i>Council</i> , annually at its Organizational meeting, held under the <i>Municipal Government Act</i> , shall adopt a roster of <i>Deputy Mayors</i> for the following year.	Legal Opinion Clarification of Rule
10. By this Bylaw, Council establishes the following as SPCs: (a) Infrastructure and Planning Committee, and (b) Community Development Committee.	10. The following are established as SPCs: (a) Infrastructure and Planning Committee, and (b) Community Development Committee.	Legal Opinion
11. By this Bylaw, Council establishes the following as SSCs: (a) Executive Committee, (b) Intergovernmental Affairs Committee, (c) Council Services Committee, and (d) Nominations Committee.	11. The following are established as SSCs: (a) Executive Committee, (b) Intergovernmental Affairs Committee, (c) Council Services Committee, and (d) Nominations Committee.	Legal Opinion
12. The Audit Committee, established by the Audit Committee Bylaw, is also designated by Council as an SSC.	12. The Audit Committee, established by the <i>Audit Committee Bylaw</i> , is designated as an SSC for the purposes of this Bylaw.	Legal Opinion
13. Council Committee membership, chairmanship and functions are described in Appendices A and B.	13. <i>Council Committee</i> membership, Chair duties, and functions are described in Appendices A and B.	Legal Opinion
Other City BCCs Not Specifically Established By This Bylaw 14. Council may establish other City BCCs in accordance with Appendix C, as are necessary or advisable for the orderly and efficient handling of the affairs of The City	Other Council Committees Not Specifically Established By This Bylaw 14. <i>Council</i> may establish other <i>Council Committees</i> in accordance with Appendix C, as are necessary or advisable for the orderly and efficient handling of the affairs of <i>The City</i> .	Clarification of Rule

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<p>Actions of BCCs Not Binding</p> <p>15. No action of a City BCC is binding on The City, unless:</p> <p>(a) the power to take such action is expressly conferred on the City BCC by legislation, bylaw or resolution; or</p> <p>(b) Council has adopted the motions recommended by the City BCC.</p>	<p>Actions of Council Committees Not Binding</p> <p>15. No action of a <i>Council Committee</i> is binding on <i>The City</i>, unless:</p> <p>(a) the power to take such action is expressly delegated to the <i>Council Committee</i> by legislation or bylaw; or</p> <p>(b) <i>Council</i> has itself adopted the motions recommended by the <i>Council Committee</i>.</p>	<p>Legal Opinion</p>
<p>16. (1) Annually, <i>Council</i> will adopt a schedule of meetings for the subsequent year (a Council Calendar).</p> <p>(2) All <i>Members of Council</i> must be present at the meeting when a Council Calendar is adopted. [MGA, s. 193(1)]</p> <p>(3) Notice for meetings scheduled in a Council Calendar which has been adopted by <i>Council</i> need not be given. [MGA, s. 193(2)]</p>	<p>16. (1) Annually, at its Organizational meeting, <i>Council</i> will adopt a Council Calendar showing the dates of <i>regularly scheduled Council</i> and <i>Council Committee</i> meetings for the subsequent year.</p> <p>(2) All <i>Members of Council</i> must be present at the meeting when a Council Calendar is adopted. [MGA, s. 193(1)]</p> <p>(3) Notice for meetings scheduled in a Council Calendar which has been adopted by <i>Council</i> need not be given, unless additional meetings are scheduled, or the scheduling or location of meetings is changed. [MGA, s. 193(2)]</p> <p>(4) Meetings of <i>Council</i> that are identified in the Council Calendar may be categorized by type to assist <i>Administration</i> in preparing <i>Agenda</i> items for specific <i>Council</i> meetings and for the purposes of sections 48, 49, 50, 51.1 and 52 of this Bylaw (Standard Order of Business), but despite the use of any such category label or name, all meetings identified on the Council Calendar constitute <i>regularly scheduled Council meetings</i>.</p>	<p>Clarification of Rule</p> <p>Legal Opinion</p>

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<p>17. (1) Council and Council Committee meeting dates and changes thereto, must be determined with input from the City Clerk, to minimize conflict between meetings and to ensure proper notification of the public.</p> <p>(2) Council and Council Committees may cancel or revise their respective meetings, or schedule additional meeting dates or times as required, by a vote of the body, in consultation with the City Clerk. The City Clerk must provide notice of the changes or additions as noted in section 22.</p> <p>(3) A scheduled meeting may be cancelled by the Chair in consultation with the City Clerk, if the deadline for <i>Agenda</i> submissions has passed, and there is no time-sensitive business to bring to that meeting.</p> <p>(4) The Mayor may call a special meeting at any time in accordance with the <i>Municipal Government Act</i>.</p>	<p>17. (1) <i>Council</i> and <i>Council Committee</i> meeting dates and changes thereto, must be determined with input from the <i>City Clerk</i>, to minimize conflict between meetings and to ensure proper notification of the public.</p> <p>(2) <i>Council</i> and <i>Council Committees</i> may cancel or change the scheduling or location of their respective meetings, or schedule additional meeting dates or times as required, by a vote of the body, in consultation with the <i>City Clerk</i>. The <i>City Clerk</i> must provide notice of the changes or additions as noted in section 22.</p> <p>(3) A scheduled <i>Council Committee</i> meeting may be cancelled by the <i>Chair</i> in consultation with the <i>City Clerk</i>, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.</p> <p>(4) The <i>Mayor</i> may call a special meeting of <i>Council</i> at any time in accordance with the <i>Municipal Government Act</i>.</p>	Legal Opinion
<p>18. Each Sub-committee of a <i>Council Committee</i> may set its own meeting dates and times, with input from the <i>City Clerk</i>, to minimize conflict between meetings and to ensure proper notification of the public.</p>	Deleted	Legal Opinion
<p>19. Other <i>City BCCs</i> shall meet as soon as possible after the Organizational meeting of <i>Council</i> to set their annual meeting schedule, with input from the <i>City Clerk</i>, to minimize conflict between meetings and to ensure proper and timely notification of the public.</p>	<p>19. Other <i>Council Committees</i> shall meet within eight weeks after the Organizational meeting of <i>Council</i> to set their annual meeting schedule. <i>Council Committees</i> for which the <i>City Clerk's Office</i> provides legislative services must consult the <i>City Clerk</i>, to minimize conflict between meetings and to ensure proper and timely notification of the public.</p>	Recommended by Parliamentarian

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Location of Meetings	Location of Meetings	Clarification of Rule
<p>20. (1) Meetings of Council must ordinarily be held in the Council Chamber in the Municipal Building.</p> <p>(2) Meetings of Council Committees and their sub-Committees must ordinarily be held in the Municipal Complex.</p> <p>(3) Despite subsections (1) and (2), Council may by resolution change the location of a Council meeting, with consideration to the following:</p> <p>(a) the location cannot be outside the Calgary city limits; and</p> <p>(b) the location must have public access, free from admission charge.</p>	<p>20. (1) Meetings of <i>Council</i> and <i>Council Committees</i> must be conducted in public, unless all or part of a meeting is closed to the public to discuss a matter that is subject to exception from disclosure in Division 2 of Part 1 of the <i>Freedom of Information and Protection of Privacy Act</i>. [MGA, s.197(1), 197(2)]</p> <p>(2) Meetings of <i>Council</i> must ordinarily be held in the Council Chamber in the Municipal Building.</p> <p>(3) Meetings of <i>Council Committees</i> must ordinarily be held in the Municipal Complex.</p> <p>(4) Meetings of <i>Council Committees</i> may be conducted by electronic means, as long as:</p> <p>(a) The electronic means for conducting the meeting are those set out in Section F.2 of this Bylaw;</p> <p>(b) Members of the public are able to access the meeting in person or remotely to observe, or participate if permitted by a <i>Council Committee's</i> governance document;</p> <p>(c) Information that is required to be publicly available is published on <i>The City's</i> website for the general public, including a schedule of regular meetings, or Notice of Meetings that are not regularly scheduled, as well as meeting <i>Agendas</i> and meeting minutes;</p> <p>(d) The number of <i>Members</i> of the <i>Council Committee</i> present at the meeting in person and remotely constitute a quorum; and</p> <p>(e) <i>Members</i> of the <i>Council Committee</i> participating in the meeting may be seen when speaking, or when called upon by</p>	

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	<p>the <i>Chair</i>.</p> <p>(5) Despite subsections (2) and (3), <i>Council</i> or a <i>Council Committee</i> may by resolution change the location of a <i>Council</i> or <i>Council Committee</i> meeting, respectively, with consideration to the following:</p> <p>(a) Notice of the change must be given pursuant to the requirements of section 23 of this Bylaw;</p> <p style="text-align: right;">[MGA, 193(3)]</p> <p>(b) the location cannot be outside the Calgary city limits; and</p> <p>(c) the location must have public access, free from admission charge.</p>	
<p><b>Providing Notice of Meetings</b></p> <p>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 canceled. Notice is deemed to be given by notifying <i>Members</i> and updating <i>The City's</i> web site.</p>	<p><b>Providing Notice of Changes to Meeting Schedules and Locations</b></p> <p>22. The <i>City Clerk</i> must notify <i>Members</i> and the public no less than 24 hours in advance, when <i>Council</i> changes the date, time or place of a regularly scheduled <i>Council</i> or <i>Council Committee</i> meeting. Notice is sufficient when given by email to <i>Members</i>, and by updating <i>The City's</i> website.</p>	<p>Legal Opinion Recommended by Parliamentarian Clarification of Rule</p>
<p>30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery or participating remotely at Council or City BCC meetings must:</p> <p>(a) DELETED BY 55M2021, 2021 SEPTEMBER 15.</p> <p>(b) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful or intimidating to others.</p>	<p>30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery or participating remotely at <i>Council</i> or <i>Council Committee</i> meetings must not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful or intimidating to others.</p> <p style="text-align: right;">[MGA, s. 198 and 216.3]</p>	<p>Legal Opinion</p>

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<p>31. (1) When Council is required to hold a public hearing on a proposed bylaw or resolution, Council must hear from members of the public prior to second reading of the bylaw or prior to voting on the resolution, unless another enactment specifies otherwise. [MGA, s. 216.4]</p> <p>(2) When a Standing Policy Committee is considering proposed recommendations on matters contained in their <i>Agendas</i>, the SPC must hear from members of the public who wish to speak to those matters, prior to debating the proposed recommendations.</p> <p>(3) Other City BCCs may, by a vote of the body, choose whether or not to hear from members of the public who wish to speak to those matters, but must hear from members of the public who have been referred by Council or Executive Committee.</p> <p>(4) To facilitate the efficiency of Council Committee meetings, the Chair in consultation with the City Clerk may direct that multiple speakers make their submissions in a single panel. The panels of speakers will rotate between those registered as “for”, “against,” and “neither”.</p>	<p>31. (1) Participation by members of the public is permitted only during:</p> <p>(a) Public Hearings; and</p> <p>(b) Standing Policy Committee Meetings.</p> <p>(2) Despite subsection (1), <i>Council</i> and <i>Council Committees</i> can decide by <i>majority vote</i> to hear from members of the public, who may not have been given advance notice of the opportunity to speak to matters on the <i>Agenda</i>.</p> <p>(3) When <i>Council</i> is required to hold a public hearing on a proposed bylaw or resolution, <i>Council</i> must hear from members of the public prior to second reading of the bylaw or prior to voting on the resolution, unless another enactment specifies otherwise. [MGA, s. 216.4 and 692]</p> <p>(4) When a <i>Standing Policy Committee</i> is considering proposed recommendations on matters contained in their <i>Agendas</i>, it must hear from members of the public who wish to speak to those matters, prior to debating the proposed recommendations.</p> <p>(5) The <i>Chair</i> in consultation with the <i>City Clerk</i> may direct that multiple speakers make their submissions in a single panel. The panels of speakers will rotate between those registered as “for”, “against,” and “neither”, to the extent that is practicable.</p>	<p>Clarification of Rule Gap in Procedure</p>



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<p>32. When making a submission to Council or to a Council Committee, a member of the public must:</p> <ul style="list-style-type: none"> <li>(a) speak only when called by the Chair;</li> <li>(b) abide by the rules of conduct in section 30 and abide by the Chair's direction regarding participation;</li> <li>(c) limit their comments to the matter contained in the report and the recommendations being discussed;</li> <li>(d) address Members for a maximum of five minutes per person, representative or group, unless the Chair allows a group to make their presentations one after the other without interruption; and</li> <li>(e) not engage in argument with Members.</li> </ul>	<p>32. When making a submission to <i>Council</i> or to a <i>Council Committee</i>, a member of the public must:</p> <ul style="list-style-type: none"> <li>(a) speak only when called upon by the <i>Chair</i>;</li> <li>(b) abide by the rules of conduct in section 30 and abide by the <i>Chair's</i> direction regarding participation;</li> <li>(c) refrain from disclosing personal information of third parties, other than those that the member of the public is representing;</li> <li>(d) limit their comments to the matter contained in the report and the recommendations being discussed;</li> <li>(e) address <i>Members</i> for a maximum of five minutes per person, representative or group, unless the <i>Chair</i> allows a group to make their presentations one after the other without interruption; and</li> <li>(f) not engage in argument with <i>Members</i>.</li> </ul>	Clarification of Rule
<p>33. Individuals may, with the consent of the <i>Chair</i>, provide presentation material, to be included in the <i>Corporate Record</i> for the meeting. Noting <i>Council's</i> expectation of respectful meeting proceedings, <i>Council</i> or a <i>City BCC</i> may move to exclude from the <i>Corporate Record</i> any written submission deemed to be offensive, whether or not the submission is deemed to be of legal concern.</p>	<p>33. Individuals may, with the consent of the <i>Chair</i>, provide presentation material, to be included in the <i>Corporate Record</i> for the meeting. Noting <i>Council's</i> expectation of respectful meeting proceedings, <i>Council</i> or a <i>Council Committee</i> may move to exclude from the <i>Corporate Record</i> any written submission deemed to be offensive, whether or not the submission is deemed to be of legal concern.</p>	Clarification of Rule
<p>35. The Chair may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled. The Chair may request security personnel to remove the person if required.</p> <p style="text-align: right;">[MGA, s. 198]</p>	<p>35. The <i>Chair</i> may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled. The <i>Chair</i> may request security personnel to remove the person if required.</p> <p style="text-align: right;">[MGA, s. 198, s. 216.3]</p>	Legal Opinion

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<p><b>Agenda Setting</b></p> <p>37. (1) The items on the <i>Agenda</i> for a meeting of <i>Council</i> must be set by the <i>City Clerk</i> and the <i>Mayor</i> six calendar days prior to the meeting, unless the meeting was called with less notice than one week. In those cases, the <i>Agenda</i> must be set as soon as possible after the notice of meeting is issued.</p> <p>(2) For <i>Regular</i> meetings of <i>Council</i> excluding <i>Public Hearing</i> meetings, the <i>Mayor</i> may defer <i>Officer of Council</i> reports, <i>Administration</i> reports and Committee reports (contained in the 'Items from Officers, Administration and Committees' <i>Agenda</i> category), for a period of up to four weeks, or until the next meeting.</p> <p>(3) Despite subsection (2), if <i>Council</i> has directed by resolution that a report is to be provided to <i>Council</i> by a specific date, the <i>Mayor</i> must not defer such a report beyond the specified deferral date.</p> <p>(4) If a report is to be deferred in accordance with subsection (2), the <i>City Clerk</i> must be notified by the <i>Mayor</i> in writing of the deferral no later than 24 hours after the deadline contained in section 42.</p>	<p><b>Council Meeting Agenda Setting</b></p> <p>37. (1) The items on the <i>Agenda</i> for a meeting of <i>Council</i> must be set by the <i>City Clerk</i> and the <i>Mayor</i> seven calendar days prior to the meeting, unless the meeting was called with less than one week notice.</p> <p>(2) For <i>Regular</i> meetings of <i>Council</i>, excluding <i>Public Hearing</i> meetings, the <i>Mayor</i> may defer <i>Officer of Council</i> reports, <i>Administration</i> reports and Committee reports (contained in the 'Items from Officers, Administration and Committees' <i>Agenda</i> category), for a period of up to four weeks, or until the next meeting.</p> <p>(3) Despite subsection (2), if <i>Council</i> has directed by resolution that a report is to be provided to <i>Council</i> by a specific date, the <i>Mayor</i> must not defer such a report beyond the specified deferral date.</p> <p>(4) If a report is to be deferred in accordance with subsection (2), the <i>City Clerk</i> must be notified by the <i>Mayor</i> in writing of the deferral no later than 24 hours after the deadline contained in section 42.</p>	<p>Gap in Procedure Accessibility</p>
<p>39 (1) The items on the <i>Agenda</i> for a meeting of a <i>Council Committee</i> must be set by the <i>City Clerk</i> and the <i>Chair</i> of the <i>Council Committee</i> as soon as possible after the <i>Agenda</i> submission deadline set out in section 42.</p>	<p><b>Council Committee Meeting Agenda Setting</b></p> <p>39. (1) The items on the <i>Agenda</i> for a meeting of a <i>Council Committee</i> must be set by the <i>City Clerk</i> and the <i>Chair</i> of the <i>Council Committee</i> as soon as possible after the <i>Agenda</i> submission deadline set out in section 42.</p>	<p>Clarification of Rule</p>
<p>41. Items placed on <i>Council</i> and <i>Council Committee Agendas</i> must ordinarily follow the Order of Business as listed in section 48 to 53.</p>	<p>Deleted and moved to next section.</p>	<p>Clarification of Rule</p>

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<p>42. (1) Submissions from Members of Council, Administration, Council Committees and Officers of Council for inclusion in a Council or Council Committee <i>Agenda</i> 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 <i>Agenda</i> of the respective body for which the submission deadline has not passed.</p> <p>(2) DELETED BY 55M2021, 2021 SEPTEMBER 15</p> <p>(3) When the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be the next business day.</p> <p style="text-align: right;">[IA, s. 22(1)]</p>	<p>42. (1) <i>Agenda</i> submissions from <i>Members of Council, Administration, Council Committees and Officers of Council</i> for inclusion in a <i>Council</i> or a <i>Council Committee Agenda</i> must be submitted to the <i>City Clerk</i> no later than 12:00 p.m. (noon), eight days before the meeting. <i>Agenda</i> submissions received after the deadline must be placed on the next <i>Agenda</i> of the respective body for which the submission deadline has not passed.</p> <p>(2) When the deadline for <i>Agenda</i> submissions falls on a Saturday, Sunday or a statutory holiday, <i>Agenda</i> submissions must be received by the <i>City Clerk</i> no later than 12:00 p.m. (noon) on the next business day.</p> <p style="text-align: right;">[IA, s. 22(1)]</p> <p>(3) Items placed on <i>Council</i> and <i>Council Committee Agendas</i> must ordinarily follow the Order of Business as listed in sections 48 to 52; however, <i>Administration, a Member, or a Council Committee</i> may request that <i>Council</i> consider a matter at a specific time during a <i>Council</i> or a <i>Council Committee</i> meeting.</p> <p>(4) A request by a <i>Member</i> or <i>Administration</i> made under subsection 3, must be submitted to the <i>City Clerk</i> in writing no later than the <i>Agenda</i> submission deadline, and state the reason that the matter needs to be considered at a specific time.</p>	<p>Clarification of Rule Gap in Procedure Accessibility</p>

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<p><b>Communications from Public</b></p> <p>43. Written submissions from the public in response to advertised public hearing matters must be received no later than 12:00 p.m. (noon), one week before the meeting. Submissions must be in a form which can be reproduced in the written record of the meeting and may be transmitted to the City Clerk in accordance with methods listed in the advertisement for the public hearing. No written submissions from the public shall be accepted by the City Clerk after the deadline, but should a member of the public attend a public hearing to make a verbal presentation, a written submission may be accepted into the Corporate Record, with the permission of the Chair. On receipt of a communication which does not pertain to an advertised public hearing matter, the City Clerk must refer the communication to Council, the appropriate Council Committee or Administration for a report or for a reply.</p>	<p><b>Communications from the Public</b></p> <p>43. Written and audio-visual submissions from the public about an advertised <i>Public Hearing</i> matter are subject to the following:</p> <ul style="list-style-type: none"><li>(a) Written and audio-visual submissions must be received no later than 12:00 p.m. (noon) eight days before the meeting;</li><li>(b) Written submissions must be included in the <i>Agenda</i> materials and published on <i>The City's</i> website;</li><li>(c) Written submissions that include personal information of third parties not being represented by the member of the public may be redacted, or not included in the <i>Agenda</i>; and,</li><li>(d) Written submissions must become part of the <i>Corporate Record</i> and a matter of public record.</li></ul> <p>X. Written and audio-visual submissions from the public about a report on a Standing Policy Committee <i>Agenda</i>:</p> <ul style="list-style-type: none"><li>(a) Written and audio-visual submissions must be received no later than 12:00 p.m. (noon) two days before the meeting; Must be distributed during the meeting and published on <i>The City's</i> website;</li><li>(b) Written submissions that include personal information of third parties not being represented by the member of the public may be redacted, or not included in the <i>Agenda</i>; and,</li><li>(c) Written submissions must become part of the <i>Corporate Record</i> and a matter of public record.</li></ul> <p>X. Written submissions must be in a form which can be reproduced in the written record of the meeting and must be provided to the City Clerk in accordance with methods determined by the <i>City Clerk</i> for written submissions, and which are listed in the advertisement for a</p>	<p>Clarification of Rule Gap in Procedure</p>
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
	<p><i>Public Hearing</i> or which are publicly available on <i>The City's</i> website.</p> <p>X. Notwithstanding section 43(1) audio-visual submissions of up to five minutes in length must be provided to the <i>City Clerk</i> in accordance with methods determined by the <i>City Clerk</i> for audio-visual submissions, and must be presented by the submitter at the <i>Public Hearing</i> or <i>Standing Policy Committee</i> meeting for which they have been submitted.</p> <p>X. No written or audio-visual submissions from the public shall be accepted by the <i>City Clerk</i> after the deadlines set out in sections 43 and X, and they will not be provided by the <i>City Clerk</i> to <i>Council</i>.</p>	
44. On receipt of a communication which does not pertain to an advertised public hearing matter, the <i>City Clerk</i> must refer the communication to <i>Council</i> , the appropriate <i>Council Committee</i> or <i>Administration</i> for a report or for a reply.	Delete	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>45. (1) Public hearing submissions and other communications from members of the public must:</p> <p>(a) clearly set out the matter at issue or the request;</p> <p>(b) use respectful language; and</p> <p>(c) contain the requestor’s name and a method of contact.</p> <p>(2) A public hearing submission or communication received by the <i>City Clerk</i> which does not meet the conditions in subsection (1) may be withheld and the requestor notified, if notification is possible.</p>	<p>45. (1) A <i>Public Hearing</i> submission or communication received by the <i>City Clerk</i> may be withheld if it fails to:</p> <p>(a) clearly set out the matter at issue or the request;</p> <p>(b) use respectful language; or</p> <p>(c) contain the requestor’s name and a method of contact.</p> <p>(2) The <i>City Clerk</i> may exclude any public submission from <i>Agenda</i> materials or from distribution at a meeting if, in consultation with the <i>City Solicitor and General Counsel</i>, such a submission</p> <p>(a) is deemed to constitute hate speech as defined by the <i>Criminal Code</i>, R.S.C. 1985, c. C-46, as amended;</p> <p>(b) promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the <i>Alberta Human Rights Act</i>, R.S.A. 2000, c. A-25-5;</p> <p>(c) is deemed to be defamatory; or</p> <p>(d) contains third-party personal information not being represented by the speaker or submitter.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>46. The City Clerk must provide copies of Council and Council Committee <i>Agendas</i> for each meeting as follows:</p> <ul style="list-style-type: none"> <li>(a) delivered electronically to <i>Members</i> and senior <i>Administration</i> as soon as possible after the deadline for submissions to the meeting.</li> <li>(b) published on <i>The City's</i> website for the general public and media, at least 12 and no more than 24 hours after the <i>Agenda</i> is delivered to the <i>Members</i>.</li> </ul>	<p>46. The <i>City Clerk</i> must provide copies of <i>Agendas</i> for meetings of <i>Council</i> and for <i>Council Committees</i> that the <i>City Clerk's Office</i> provides legislative services for as follows:</p> <ul style="list-style-type: none"> <li>(a) delivered electronically to <i>Members</i> and <i>Officers of Council</i> no later than 24 hours after the <i>Agenda</i> is approved by the <i>Chair</i>; and</li> <li>(b) published on <i>The City's</i> website for the general public and media, at least 12 and no more than 24 hours after the <i>Agenda</i> is delivered to the <i>Members</i> and <i>Officers of Council</i>.</li> </ul>	<p>Clarification of Rule</p>
<p>47. The City Clerk is authorized to distribute confidential <i>Agenda</i> materials to <i>Members</i> and senior <i>Administration</i> as appropriate. The <i>City Clerk</i> must consult with <i>Administration</i> and determine when a limited distribution is appropriate for select confidential items, such as for personnel matters, provided the limited distribution does not exclude <i>Members</i>.</p>	<p>47. The <i>City Clerk</i> is authorized to distribute confidential <i>Agenda</i> materials to <i>Members</i> and <i>Officers of Council</i> as appropriate. <i>Officers of Council</i> must notify the <i>City Clerk</i> when a limited distribution to <i>Officers of Council</i> is appropriate for select confidential items, provided that the limited distribution does not exclude <i>Members</i>.</p>	<p>Clarification of Rule Gap in Procedure</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>50. <i>Council– Public Hearing</i> meetings</p> <ul style="list-style-type: none"> <li>• Call to order;</li> <li>• Opening remarks;</li> <li>• Recognitions</li> <li>• Question period;</li> <li>• Confirmation of agenda;</li> <li>• Consent agenda (<i>Omnibus Motion</i>) <ul style="list-style-type: none"> <li>o Deferrals and Procedural requests;</li> </ul> </li> <li>• Planning matters for public hearing; <ul style="list-style-type: none"> <li>o Postponed reports requiring a public hearing (<i>includes related/supplemental reports</i>),</li> <li>o Calgary Planning Commission reports, and</li> <li>o Other reports for public hearing (including non-statutory),</li> </ul> </li> <li>• Planning matters not requiring public hearing; <ul style="list-style-type: none"> <li>o Postponed reports not requiring a public hearing (<i>includes related/supplemental reports</i>), and</li> <li>o <i>Consent Agenda</i> items selected for debate;</li> <li>o Calgary Planning Commission reports;</li> <li>o Bylaw tabulations (related to planning matters);</li> </ul> </li> <li>• Non-planning items going directly to <i>Council</i>;</li> <li>• Urgent business;</li> <li>• Briefings;</li> <li>• Adjournment.</li> </ul>	<p>50. <i>Council– Public Hearing</i> meetings</p> <ul style="list-style-type: none"> <li>• Call to order;</li> <li>• Opening remarks;</li> <li>• Recognitions</li> <li>• Question period;</li> <li>• Confirmation of Agenda;</li> <li>• Consent Agenda <ul style="list-style-type: none"> <li>o Deferrals and Procedural requests;</li> </ul> </li> <li>• Reports for public hearing; <ul style="list-style-type: none"> <li>o Postponed reports (<i>includes related/supplemental reports</i>),</li> <li>o Calgary Planning Commission reports,</li> <li>o Other reports,</li> </ul> </li> <li>• Reports not requiring public hearing; <ul style="list-style-type: none"> <li>o Consent Agenda items selected for debate;</li> <li>o Postponed reports (<i>includes related/supplemental reports</i>);</li> <li>o Items from Officers of Council, Administration and Council Committees; and</li> <li>o Bylaw tabulations;</li> </ul> </li> <li>• Non-planning items going directly to Council; <ul style="list-style-type: none"> <li>o Postponed reports;</li> <li>o Miscellaneous Business;</li> <li>o Bylaw Tabulations;</li> </ul> </li> <li>• Urgent business;</li> <li>• Administrative Inquiries;</li> <li>• Briefings;</li> <li>• Adjournment.</li> </ul>	<p>Clarification of Rule Gap in Procedure</p>



Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>52. <i>Council Committee – Regular meetings</i></p> <ul style="list-style-type: none"> <li>• Call to order;</li> <li>• Opening remarks;</li> <li>• Confirmation of agenda;</li> <li>• Confirmation of minutes;</li> <li>• Consent agenda; <ul style="list-style-type: none"> <li>• Deferrals and Procedural requests;</li> </ul> </li> <li>• Postponed reports (<i>includes related/supplemental reports</i>);</li> <li>• Items from Officers, Administration and Committees; <ul style="list-style-type: none"> <li>○ <i>Consent Agenda</i> items selected for debate,</li> <li>○ Officer of Council reports,</li> <li>○ Administration reports, and</li> <li>○ Committee reports;</li> </ul> </li> <li>• Items related directly to Committee;</li> <li>• Referred reports,</li> <li>• <i>Notice(s) of Motion</i>;</li> <li>• Urgent business;</li> <li>• Confidential items; <ul style="list-style-type: none"> <li>○ Items from Officers, Administration and Committees, and</li> <li>○ Urgent business;</li> </ul> </li> <li>• Briefings; and</li> <li>• Adjournment.</li> </ul>	<p>52. <i>Council Committee – Regular meetings</i></p> <ul style="list-style-type: none"> <li>• Call to order;</li> <li>• Opening remarks;</li> <li>• Confirmation of <i>Agenda</i>;</li> <li>• Confirmation of minutes;</li> <li>• Consent Agenda; <ul style="list-style-type: none"> <li>○ Procedural requests;</li> </ul> </li> <li>• Postponed reports (<i>includes related/supplemental reports</i>);</li> <li>• Items from Officers of Council, Administration and Committees; <ul style="list-style-type: none"> <li>○ Consent Agenda items selected for debate,</li> <li>○ Officer of Council reports,</li> <li>○ Administration reports,</li> <li>○ Committee reports;</li> </ul> </li> <li>• Items related directly to Committee;</li> <li>• Referred reports;</li> <li>• Notice(s) of Motion;</li> <li>• Urgent business;</li> <li>• Confidential items; <ul style="list-style-type: none"> <li>○ Items from Officers of Council, Administration and Committees,</li> <li>○ Urgent business;</li> </ul> </li> <li>• Briefings; and</li> <li>• Adjournment.</li> </ul>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>55. (3) If the Chair recesses the meeting pursuant to subsection (2):</p> <p>(a) the City Clerk must notify all members of Council of the recess using electronic communication;</p> <p>(b) the City Clerk must notify the public of the recess;</p> <p>(c) the City Clerk must notify the public 15 minutes prior to meeting commencing.</p>	<p>55. (3) If the <i>Chair</i> recesses the meeting pursuant to subsection (2):</p> <p>(a) the <i>City Clerk</i> must notify all <i>Members</i> of the recess using electronic communication;</p> <p>(b) the <i>City Clerk</i> must notify the public of the recess; and</p> <p>(c) the <i>City Clerk</i> must notify the public 15 minutes prior to meeting commencing.</p>	Correction
<p>56. A <i>Council</i> or <i>Council Committee</i> meeting in progress loses <i>quorum</i> and is deemed to be adjourned when</p> <p>(a) following a recess, a quorum is not assembled within 5 minutes following the stated end of such recess or;</p>	<p>56. A <i>Council</i> or <i>Council Committee</i> meeting in progress loses <i>quorum</i> and is deemed to be adjourned when</p> <p>(a) following a recess, a <i>quorum</i> is not assembled within five minutes following the stated end of such recess or;</p>	Correction
<p>59. (1) At Council meetings only, the period identified in the Order of Business as question period is the time set aside for Councillors to ask Administration questions.</p> <p>(2) The Councillor must advise the Mayor and Administration of the question in advance of the meeting whenever possible.</p>	<p>59. (1) At <i>Council</i> meetings only, the period identified in the Order of Business as <i>Question Period</i> is the time set aside for <i>Members</i> to ask <i>Administration</i> questions.</p> <p>(2) The <i>Member</i> must advise the <i>Chair</i> and <i>Administration</i> of the question in advance of the meeting whenever possible.</p>	Clarification of Rule Correction
<p>60. (1) <i>Administration</i> must respond to questions asked during <i>question period</i> verbally at the meeting.</p> <p>(2) Despite subsection (1), where <i>Administration</i> is unable to respond to a question during <i>question period</i>, the question will be treated as an <i>Administrative Inquiry</i> and will follow the process set out in section 75.</p>	<p>60. (1) <i>Administration</i> must respond to questions asked during <i>Question Period</i> verbally at the meeting.</p> <p>(2) Despite subsection (1), where <i>Administration</i> is unable to respond to a question during <i>Question Period</i>, the question will be treated as an <i>Administrative Inquiry</i> and will follow the process set out in section 75.</p>	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
61. A question asked during <i>question period</i> must not introduce a motion for consideration.	61. A question asked during <i>Question Period</i> must not introduce a motion for consideration.	Correction
63. The name of the <i>Councillor</i> asking the question and the topic of the question must be noted in the minutes of the meeting.	63. The name of the <i>Member</i> asking the question and the topic of the question must be noted in the minutes of the meeting.	Correction
64. (1) Once a <i>Council</i> or a Council Committee <i>Agenda</i> is set or otherwise published, it is the property of the voting body. Changes or deletions from the published <i>Agenda</i> may only be considered at the meeting.  (2) The <i>Agenda</i> and any amendments to it must be confirmed by a <i>majority vote</i> at the start of meetings of Council and Council Committees.	64. (1) Once a <i>Council</i> or a <i>Council Committee Agenda</i> is provided to <i>Members</i> as set out in section 46, it is the property of the voting body.  (2) Changes or deletions from a <i>Council</i> or <i>Council Committee Agenda</i> and its Order of Business may be considered at the meeting through motions to amend the <i>Agenda</i> during Confirmation of <i>Agenda</i> .  (3) A <i>Member</i> may propose that an <i>Agenda</i> item be considered at a specific time during a <i>Council</i> or <i>Council Committee</i> meeting, or following another <i>Agenda</i> item.  (4) <i>Council</i> may consider the postponement or referral of items during Confirmation of <i>Agenda</i> , or when the requirements for introducing secondary motions are met.  (5) <i>Council Committees</i> may consider the postponement of items during Confirmation of <i>Agenda</i> , or when the requirements for introducing secondary motions are met.  (6) The <i>Agenda</i> and any amendments to it must be confirmed by <i>majority vote</i> .  (7) A decision by <i>Council</i> or <i>Council Committee</i> to confirm an <i>Agenda</i> cannot be reconsidered.	Recommended by Parliamentarian Clarification of Rule Gap in Procedure

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>65. (1) A Member may make a motion to add urgent business to a Council or Council Committee meeting <i>Agenda</i>.</p> <p>(2) Adding a matter as urgent business to a published <i>Agenda</i>, without notice to the public, must be kept to a minimum, noting Council's preference to be as transparent and as accountable as possible.</p> <p>(3) A matter proposed to be added as urgent business must be provided to the Chair in advance of the meeting, in order for the Chair to confirm with Administration whether the item calls for immediate and urgent consideration.</p> <p>(4) The Chair must provide a recommendation to Council or the Council Committee on whether the matter is urgent or not, prior to voting on the motion to add the matter as urgent business.</p> <p>(5) A matter proposed to be added as urgent business must also be submitted to the City Clerk. (6) If the proposed urgent business is in written form, the City Clerk will make all reasonable effort to distribute it in advance of the meeting.</p>	<p>65. (1) A <i>Member</i> may make a motion to add <i>Urgent Business</i> to a <i>Council</i> or <i>Council Committee</i> meeting <i>Agenda</i> after the meeting has commenced.</p> <p>(2) Adding a matter as <i>Urgent Business</i> to a published <i>Agenda</i>, without notice to the public, must be kept to a minimum, noting <i>Council's</i> preference to be as transparent and as accountable as possible.</p> <p>(3) A matter proposed to be added as <i>Urgent Business</i> must be provided to the <i>City Clerk</i> and <i>Chair</i> in advance of the meeting.</p> <p>(4) The <i>Chair</i> may provide a recommendation to <i>Council</i> or the <i>Council Committee</i> on whether the matter is urgent or not, prior to the vote on the motion to add the matter as <i>Urgent Business</i>.</p>	<p>Clarification of Rule Alignment to Robert's Rules of Order</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>67. (1) Recognitions may be added to the <i>Agenda</i> of a Regular or Combined meeting of Council by the City Clerk, in accordance with Policy CP2018-02.</p> <p>(2) Recognitions may be scheduled for a specific time of the day, regarding their placement within the order of business, subject to Council's approval of the <i>Agenda</i>. The time which the recognition is scheduled must be noted on the <i>Agenda</i> 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.</p>	<p>67. (1) Recognitions may be added to the <i>Agenda</i> of a <i>Regular, Public Hearing</i> or <i>Combined</i> meeting of <i>Council</i> by the <i>City Clerk</i>, in accordance with the Recognitions by Council Policy.</p> <p>(2) Recognitions may be scheduled for a specific time of the day, regarding their placement within the Order of Business, subject to <i>Council's</i> approval of the <i>Agenda</i>.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

<p>69. (1) A Council <i>Consent Agenda</i> must not include proposed bylaws. [MGA, s. 187(1)]</p> <p>(2) DELETED BY 55M2021, 2021 SEPTEMBER 15</p> <p>(3) A Council <i>Consent Agenda</i> may include:</p> <ul style="list-style-type: none"> <li>(a) reports where all the report recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous;</li> <li>(b) confidential reports where all recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous. The omnibus motion for a <i>Consent Agenda</i> containing confidential reports may be adopted prior to moving into a Closed Meeting;</li> <li>(c) deferral requests; and</li> <li>(d) procedural requests.</li> </ul> <p>(4) For the purposes of subsection (3):</p> <ul style="list-style-type: none"> <li>(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: <ul style="list-style-type: none"> <li>(i) a written report is not required; and</li> <li>(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</li> </ul> </li> <li>(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: <ul style="list-style-type: none"> <li>(i) a written report is not required; and</li> </ul> </li> </ul>	<p>69. (1) A Council <i>Consent Agenda</i> must not include proposed bylaws. [MGA, s. 187(1)]</p> <p>(2) A Council <i>Consent Agenda</i> may include:</p> <ul style="list-style-type: none"> <li>(a) reports, including confidential reports, containing approved Council Committee recommendations, regardless of whether or not the approval at Council Committee was unanimous; or</li> <li>(b) deferral requests; and</li> <li>(c) procedural requests.</li> </ul> <p>(3) For purposes of subsection (2):</p> <ul style="list-style-type: none"> <li>(a) a deferral request means a request from Administration for an item, that Council has previously directed be brought to a Council or a Council Committee meeting by a specific date, to be deferred to a later meeting. For a deferral request: <ul style="list-style-type: none"> <li>(i) Administration must provide a written submission, setting out work done to date, the work that is not complete and the anticipated return date of the completed work to a meeting of Council or Council Committee;</li> <li>(ii) The request for a deferral must be included in the item title, and must specify the meeting and date in which the item will be brought before Council or Council Committee; and</li> </ul> </li> <li>(b) A procedural request is a request to address a procedural issue, such as a change to a recess time or length, and includes a change to the Council calendar. For a procedural request: <ul style="list-style-type: none"> <li>i. A written report is not required; and</li> <li>ii. The nature of the request must be included in the item title.</li> </ul> </li> </ul>	<p>Clarification of Rule</p>
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
(ii) the nature of the request must be included in the item title.		
70. A Council Committee <i>Consent Agenda</i> may include:  (a) reports that will not be forwarded to Council; or (b) reports which are part of a process of regular periodic reporting.	70. A <i>Council Committee Consent Agenda</i> may include:  (a) Procedural Requests specific to the business of the <i>Council Committee</i> ; (b) Reports that will not be forwarded to <i>Council</i> ; (c) Reports which are part of a process of regular periodic reporting.	Clarification of Rule
72. (1) A Member may select one or more reports from a <i>Consent Agenda</i> for debate. Such requests must be made before the Chair calls the omnibus motion.  (2) Where a Member has selected a report from the <i>Consent Agenda</i> in order to vote in opposition to the item but that Member does not want to debate the item, the Chair may put that report on the <i>Agenda</i> immediately following the <i>Consent Agenda</i> Omnibus Motion.	72. A <i>Member</i> may select one or more reports from a <i>Consent Agenda</i> for debate. Such requests must be made before the <i>Chair</i> calls the <i>omnibus motion</i> .	Recommended by Parliamentarian Clarification of Rule
73. Reports in a <i>Consent Agenda</i> which have been selected for debate will be excluded from the <i>omnibus motion</i> and will be addressed individually, as follows:  (a) public reports will be dealt with in the 'Items from Officers, Administration and Committees' <i>Agenda</i> category; and (b) confidential reports will be dealt with in the 'Confidential Items' <i>Agenda</i> category (the Closed portion of the meeting).	73. Reports in a <i>Consent Agenda</i> which have been selected for debate will be excluded from the <i>omnibus motion</i> and will be addressed individually under the appropriate section for 'Consent Agenda items selected for debate' in the relevant Standard Order of Business for the meeting in Part 5, Division B, of this Bylaw.	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
74. (1)	A Member may make an Administrative Inquiry at a Council meeting. The Administrative Inquiry must be submitted electronically or by available means, to the City Clerk prior to or during a Regular or Combined meeting of Council, for answer by Administration at a subsequent meeting.	74. (1) A <i>Member</i> may make an <i>Administrative Inquiry</i> at a <i>Council</i> meeting in a form established by the <i>City Clerk</i> . The <i>Administrative Inquiry</i> must be submitted to the <i>City Clerk</i> prior to or during a meeting of <i>Council</i> , for answer by <i>Administration</i> at a subsequent meeting.	Clarification of Rule Accessibility
(2)	The City Clerk must display the Administrative Inquiry to Members and those seated in the Council Chamber prior to adjournment of the meeting.	(2) The <i>City Clerk</i> must display the <i>Administrative Inquiry</i> to <i>Members</i> and those seated in the Council Chamber prior to adjournment of the meeting.	
		(3) The <i>City Clerk</i> will read the <i>Administrative Inquiry</i> aloud immediately prior to adjournment if requested by a <i>Member</i> .	



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Current Bylaw 35M2017	Proposed Text	Rationale
<p>76. (1) A motion to excuse one or more <i>Members of Council</i>, absent for the whole of a <i>Council</i> meeting, is discretionary, and may be adopted prior to adjournment by a majority vote.</p> <p>(2) A <i>Member of Council</i> who is absent by reason of other <i>Council</i> business at the direction of <i>Council</i> is not considered to be absent.</p>	<p>76. (1) A <i>Member</i> who will be absent from a <i>Council</i> meeting must provide written notice to the <i>Chair</i> and the <i>City Clerk</i> prior to commencement of the meeting. The notice shall be in a form established by the <i>City Clerk</i> and include the reason for the absence as either <i>Council</i> business or personal matters.</p> <p>(2) A motion to excuse one or more <i>Members of Council</i>, absent for personal matters for the whole of a <i>Council</i> meeting, is discretionary, and may be adopted prior to adjournment by a <i>majority vote</i> or at any time prior to the last meeting that would result in the <i>Member</i> being disqualified under the <i>Municipal Government Act</i>. [MGA, s 174(2)]</p> <p>(3) A <i>Member of Council</i> who is absent by reason of other <i>Council</i> business at the direction of <i>Council</i>, which includes participation in meetings or activities of a <i>Council Committee</i> or <i>BCC</i> to which the <i>Member of Council</i> is appointed by <i>Council</i>, is not considered to be absent. [MGA, s 174(3)]</p>	<p>Clarification of Rule Gap in Procedure</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>77. The flow of each <i>Council</i> and <i>Council Committee</i> agenda item is ordinarily:</p> <ul style="list-style-type: none"> <li>(a) <i>Administration</i> introduction of the item, if required;</li> <li>(b) submissions from the public, if applicable;</li> <li>(c) questions of clarification from <i>Members</i> to <i>Administration</i>. At <i>Council</i> meetings, questions of clarification are limited to three minutes for each <i>Member</i>, not including responses from <i>Administration</i>. There is no limit for questions of clarification at <i>Council Committee</i> meetings;</li> <li>(d) a motion being put on the floor;</li> <li>(e) debate (once per <i>Member</i>);</li> <li>(f) mover responds to questions raised in debate; and</li> <li>(g) vote.</li> </ul>	<p>77. The flow of each <i>Council</i> and <i>Council Committee Agenda</i> item is ordinarily:</p> <ul style="list-style-type: none"> <li>(a) Introduction of the item by <i>Administration</i>, representatives of <i>Council Committees</i>, <i>BCCs</i>, or other individuals invited to support <i>Administration's</i> introduction of the item, if required;</li> <li>(b) where required or allowed by the <i>Municipal Government Act</i> or this Bylaw, submissions from the public;</li> <li>(c) questions of clarification from <i>Members</i> to <i>Administration</i>, representatives of <i>Council Committees</i>, <i>BCCs</i>, or other individuals invited to support <i>Administration's</i> introduction of the item. At <i>Council</i> meetings, questions of clarification are limited to three minutes for each <i>Member</i>, not including responses from <i>Administration</i>. There is no limit for questions of clarification at <i>Council Committee</i> meetings;</li> <li>(d) a main motion is made by a <i>Member</i>;</li> <li>(e) a main motion, if in order, is stated by the <i>Chair</i> or displayed;</li> <li>(f) debate (once per <i>Member</i>);</li> <li>(g) mover responds to questions raised in debate;</li> <li>(h) vote; and</li> <li>(i) bylaw readings, if required.</li> </ul>	<p>Clarification of Rule Gap in Procedure Recommended by Parliamentarian</p>
N/A	<p>X. Despite Sections 64 and 110, <i>Council</i> or <i>Council Committee</i> may postpone or refer an <i>Agenda</i> item prior to a main motion being made, by adopting a postponement or referral motion from a <i>Member</i>.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>78. Meetings must recess without a motion being required for the periods stipulated below, which can be modified by <i>general consent</i> or by a <i>majority vote</i> when desired:</p> <p>(1) <i>Council</i> meeting recesses:</p> <p>(a) for seventy-five minutes at 12:00 noon;</p> <p>(b) for thirty minutes at 3:15 p.m.; and</p> <p>(c) for seventy-five minutes at 6:00 p.m.</p> <p>(2) <i>Council Committee</i> recesses:</p> <p>(a) for sixty minutes at 12:00 noon;</p> <p>(b) for thirty minutes at 3:15 p.m.; and</p> <p>(c) for sixty minutes at 6:00 p.m.</p>	<p>78. Meetings must recess without a motion being required for the periods stipulated below, which can be modified by <i>unanimous consent</i> or by a <i>majority vote</i> when desired:</p> <p>(1) <i>Council</i> meeting recesses:</p> <p>(a) for 75 minutes at 12:00 noon;</p> <p>(b) for 30 minutes at 3:15 p.m.; and</p> <p>(c) for 75 minutes at 6:00 p.m.</p> <p>(2) <i>Council Committee</i> recesses:</p> <p>(a) for 60 minutes at 12:00 noon;</p> <p>(b) for 30 minutes at 3:15 p.m.; and</p> <p>(c) for 60 minutes at 6:00 p.m.</p>	<p>Clarification of Rule Alignment to Robert's Rules of Order</p>
<p><b>Fix the Time to Which to Recess</b></p> <p>79. If still in session, all meetings of <i>Council</i> and <i>Council Committees</i> must recess at 9:30 p.m. whether or not the order of business is complete.</p>	<p><b>End of Day Recess</b></p> <p>79. If still in session, meetings of <i>Council</i> and <i>Council Committees</i> must recess at 9:30 p.m., whether or not the order of business is complete.</p>	<p>Clarification of Rule</p>
<p>N/A</p>	<p>X. Meetings of <i>Council</i> and <i>Council Committees</i> shall reconvene at 1:00 p.m. on the next available business day, as a continued meeting, to complete the unfinished business remaining on their <i>Agendas</i> at the time of recess, unless otherwise directed by <i>Council</i> or <i>Council Committee</i>.</p>	<p>Clarification of Rule Gap in Procedure Alignment to Robert's Rules of Order</p>
<p>80. The only matters to be considered in <i>Closed Meetings</i> are matters pertaining to one of the exceptions to disclosure in Part 1, Division 2 of the <i>FOIP Act</i>.</p> <p>[MGA, s. 197(2)]</p>	<p>81. The only matters that can be considered in <i>Closed Meetings</i> are matters pertaining to one of the exceptions to disclosure in Part 1, Division 2 of the <i>FOIP Act</i>.</p> <p>[MGA, s. 197(2)]</p>	<p>Correction</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>83. (1) Members of <i>Administration</i>, as deemed necessary by the <i>Chief Administrative Officer</i>, may attend a <i>Closed Meeting</i> of <i>Council</i> or of a <i>Council Committee</i> unless <i>Council</i> or the <i>Council Committee</i> directs otherwise.</p> <p>(2) <i>Council</i> or a <i>Council Committee</i>, prior to going into a <i>Closed Meeting</i>, may by resolution authorize persons, other than members of <i>Administration</i> who are authorized to attend pursuant to subsection (1), to attend specific items that will be discussed at the <i>Closed Meeting</i>. The names of the proposed participants must be submitted to the <i>City Clerk</i> prior to the meeting.</p> <p>(3) <i>Council</i> or a <i>Council Committee</i> when holding a <i>Closed Meeting</i> may at any time direct that a person, other than a <i>Member</i>, leave the <i>Closed Meeting</i>. [MGA, s. 197(6)]</p>	<p>83. (1) Members of <i>Administration</i>, as deemed necessary by the <i>Chief Administrative Officer</i>, or delegate, may attend a <i>Closed Meeting</i> of <i>Council</i> or of a <i>Council Committee</i> unless <i>Council</i> or the <i>Council Committee</i> directs otherwise. [MGA, s. 197(2)]</p> <p>(1) <i>Council</i> or a <i>Council Committee</i>, prior to going into a <i>Closed Meeting</i>, may by resolution authorize persons, other than members of <i>Administration</i> who are authorized to attend pursuant to subsection (1), to attend specific items that will be discussed at the <i>Closed Meeting</i>. The names of the proposed participants must be submitted to the <i>City Clerk</i> prior to the meeting. [MGA, s. 197(6)]</p> <p>(3) <i>Council</i> or a <i>Council Committee</i> when holding a <i>Closed Meeting</i> may at any time direct that a person, other than a <i>Member</i>, or the <i>City Clerk</i> leave the <i>Closed Meeting</i>. [MGA, s. 197(6)] [City Clerk Bylaw 73M94, s. 12]</p>	<p>Gap in Procedure Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>83.1 (1) For all confidential items, <i>Administration</i> must recommend a date by which the item should be reviewed for consideration of public release.</p> <p>(2) DELETED BY 55M2021, 2021 SEPTEMBER 15.</p> <p>(3) DELETED BY 55M2021, 2021 SEPTEMBER 15.</p> <p>(4) Where <i>Council</i> has directed that a confidential item be reviewed by a specific date, <i>Council</i> may subsequently change that date and such a change does not require a reconsideration.</p>	<p>83.1 For all confidential items, <i>Administration</i> must recommend a date by which the item should be reviewed for consideration of public release, excepting items marked by solicitor-client privilege.</p> <p>X. For all confidential items which <i>Council</i> has directed be reviewed for consideration of public release by a specific date:</p> <p>(1) The <i>City Clerk</i> shall:</p> <p>(a) Post the title of the item and the review by date on <i>The City's</i> website; and</p> <p>(b) Forward the item to the General Manager of the responsible department, or their delegate, no later than 30 days prior to the date specified by <i>Council</i> for a decision on public release, or to set a new review date;</p> <p>(2) For confidential items for which a General Manager or their delegate has set a new review date pursuant to subsection (1)(b):</p> <p>(a) The <i>City Clerk</i> shall post the revised review date on <i>The City's</i> website; and</p> <p>(b) The procedure set out in subsections 1(a) and (b) will be followed for the revised review date.</p> <p>(3) Where <i>Council</i> has directed that a confidential item be reviewed by a specific date, <i>Council</i> or a General Manager may subsequently change that date, and such a change does not require an amendment of a previously adopted motion.</p>	<p>Correction Gap in Procedure</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>84. (1) The rules of <i>Council</i> and <i>Council Committees</i> apply to <i>closed meetings</i>.</p> <p>(2) Despite subsection (1), <i>Council</i> or a <i>Council Committee</i> must not vote in a <i>Closed Meeting</i> except on a resolution to recess or to revert to a meeting held in public. [MGA, s. 197(3)]</p> <p>(3) Despite section 77(c), there are no limits on the length of a <i>Member's</i> questions or discussion at a <i>Closed Meeting</i>.</p>	<p>84. (1) The rules of <i>Council</i> and <i>Council Committees</i> apply to <i>Closed Meetings</i>.</p> <p>(2) Despite subsection (1), <i>Council</i> or a <i>Council Committee</i> must not vote in a <i>Closed Meeting</i> except on a resolution to revert to a meeting held in public. [MGA, s. 197(3)]</p> <p>(3) Despite section 77(c), and subject to section 84(2), there are no limits on the length of a <i>Member's</i> questions or discussion at a <i>Closed Meeting</i>.</p>	<p>Clarification of Rule</p>
<p>85. In rendering certain decisions related to land and planning and as required by the <u><i>Municipal Government Act</i></u>, <i>Council</i> must hear and consider the submissions of members of the public, including affected landowners.</p>	<p>85. In making decisions that the <i>Municipal Government Act</i> identifies as requiring <i>Council</i> to hold a <i>Public Hearing</i>, <i>Council</i> must hold a <i>Public Hearing</i> in accordance with the provisions below. [MGA, s. 216.4]</p>	<p>Legal Opinion</p>

Procedure Bylaw Administrative Changes and Rationale

<p>86. (1) Written submissions received from the public by the <i>City Clerk</i> in response to advertised public hearing matters must be included in the published <i>Agenda</i> materials.</p> <p>(2) Despite subsection (1), the <i>City Clerk</i> may exclude a submission from the <i>Agenda</i> materials if, in consultation with the <i>City Solicitor and General Counsel</i>, such a submission:</p> <p>(a) is deemed to constitute hate speech as defined by the <i>Criminal Code</i>; or</p> <p>(b) promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the <i>Human Rights Act</i>; or</p> <p>(c) is deemed to be defamatory.</p> <p>(3) No written submissions to <i>Council</i> will be accepted by the <i>City Clerk</i> from the public after the advertised submission deadline for inclusion in the published <i>Agenda</i> materials and will not be provided by the <i>City Clerk</i> to <i>Council</i>. However, the individual or group may make a verbal presentation to <i>Council</i> at public hearings, which may include a written submission, with the permission of the <i>Chair</i>, as a component of the presentation.</p> <p>(4) In a public hearing, <i>Council</i>:</p> <p>(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 <i>Council</i>; and</p>	<p>86. (1) In a <i>Public Hearing, Council</i>:</p> <p>(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 <i>Council</i>; and [MGA, s. 216.4(4)(a)]</p> <p>(b) may hear from any other person(s) who wishes to make representations and who the <i>Council</i> agrees to hear; and [MGA, s. 216.4(4)(b)]</p> <p>(c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation.</p> <p>(2) A person, group of persons or person representing them, who wishes to address <i>Council</i> under subsection (1) above, may <i>participate remotely</i> provided that they pre-register with the <i>City Clerk's Office</i> and have made arrangements for the use of a phone on the day of the meeting so that they can call the number provided by the <i>City Clerk's Office</i> to facilitate remote participation. [MGA, s. 216.4 and s. 199(3)(c)]</p> <p>(3) The <i>City Clerk's Office</i> will provide information related to meetings of <i>Council</i> and <i>Council Committees</i> to persons wishing to address <i>Council</i> under subsection (2) above by making it available electronically on <i>The City's</i> public website. [MGA, s. 216.4 and s. 199(3)(c)]</p> <p>...</p> <p>(5) A speaker cannot transfer any of their speaking time to another speaker.</p>	<p>Clarification of Rule Gap in Procedure</p>
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Procedure Bylaw Administrative Changes and Rationale

<p>[MGA, s. 216.4(4)(a)]</p> <p>(b) may hear from another person(s) who wishes to make representations and whom <i>Council</i> wishes to hear; and</p> <p>[MGA, s. 216.4(4)(b)]</p> <p>(c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation.</p> <p>(4.1) A person, group of persons or person representing them, who wish to address <i>Council</i> under subsection (4) above, may <i>participate remotely</i> provided that they pre-register with the <i>City Clerk's Office</i> and have made arrangements for the use of a phone on the day of the meeting so that they can call the number provided by the <i>City Clerk's Office</i> to facilitate <i>remote participation</i>.</p> <p>(4.2) The <i>City Clerk's Office</i> will provide information related to meetings of <i>Council</i> and <i>Council Committees</i> to persons wishing to address <i>Council</i> under subsection (4.1) above by making it available electronically on the <i>City's</i> public website.</p> <p>[MGA, s. 216.4 and s. 199(3)]</p> <p>(5) To facilitate the efficiency of a public hearing, the <i>Chair</i>, in consultation with the <i>City Clerk</i>, may direct that multiple speakers make their submissions in a single panel. The panels of speakers will rotate between those registered as "for", "against" and "neither". Each speaker in the panel will be permitted to speak for five minutes, and <i>Council</i> will not ask questions until the entire panel has made their submissions, at which time each <i>Member</i> will have</p>		
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Current Bylaw 35M2017	Proposed Text	Rationale
<p>five minutes to ask questions of the entire panel.</p> <p>(6) Items of considerable interest may be scheduled for a specific time, at the discretion of the <i>Chair</i> in consultation with the <i>City Clerk</i>.</p>		
<p>88. Despite section 87, <i>Council</i> may resolve to reopen a public hearing which has been concluded when it is deemed that critical new information has arisen, provided that the public hearing is re-opened at the same meeting of <i>Council</i> or is scheduled for another specific meeting of <i>Council</i> in the future.</p>	<p>88. Despite section 87, <i>Council</i> may, by <i>unanimous consent</i> or <i>majority vote</i>, reopen a <i>Public Hearing</i> which has been concluded, provided that the <i>Public Hearing</i> is re-opened at the same meeting of <i>Council</i> or is scheduled for another specific meeting of <i>Council</i> in the future.</p>	Clarification of Rule
<p>89. The vote on an item for which a public hearing has been held must comply with the following:</p> <p>(1) <i>Members</i> who are absent for the whole of a public hearing on a matter are not entitled to vote on the matter. [MGA, S.184(a)]</p> <p>(2) <i>Members</i> who are absent from part of a public hearing on a matter may choose to abstain from voting on the matter. [MGA, S. 184(b)]</p> <p>(3) A <i>Councillor</i> who is required to or who chooses to abstain from voting in keeping with subsections (1) or (2) must leave the meeting before the vote commences.</p>	<p>89. The vote on a proposed bylaw or resolution for which a <i>Public Hearing</i> has been held must comply with the following:</p> <p>(1) A <i>Member</i> must abstain from voting on the bylaw or resolution if the <i>Member</i> was absent from all of the <i>Public Hearing</i>, and [MGA, s. 184(a)]</p> <p>(2) A <i>Member</i> may abstain from voting on the bylaw or resolution if the <i>Member</i> was only absent from a part of the <i>Public Hearing</i>. [MGA, s. 184(b)]</p>	Clarification of Rule

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Current Bylaw 35M2017	Proposed Text	Rationale
<p>90. (1) The flow of each public hearing item must be the same as for <i>Council</i> and <i>Council Committee</i> meetings, except that members of the public will be called upon by the <i>Chair</i> in the following order:</p> <ul style="list-style-type: none"> <li>(a) the development proponent or applicant first, and</li> <li>(b) rotating the remaining registered speakers between those in favour, against and neither.</li> </ul> <p>(2) The <i>Chair</i> may recall the proponent or applicant in order to allow <i>Council</i> to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the public hearing item was heard.</p>	<p>90. (1) The flow of each <i>Public Hearing</i> item must be the same as for <i>Council</i> and <i>Council Committee</i> meetings, except that after <i>Administration's</i> introduction of the item, the <i>Chair</i> will open the <i>Public Hearing</i> and call upon members of the public in the following order:</p> <ul style="list-style-type: none"> <li>(a) the development proponent or applicant first, and</li> <li>(b) rotating the remaining registered speakers between those in favour, against and neither, to the extent that is practical.</li> </ul> <p>(2) After all members of the public set out in subsection (1) have been heard, the <i>Chair</i> will close the <i>Public Hearing</i> and proceed to questions of clarification from <i>Members</i> to <i>Administration</i> and subsequent steps for <i>Agenda</i> items that are set out in section 77.</p> <p>(3) The <i>Chair</i> may recall the proponent or applicant or other speaker to allow <i>Council</i> to ask additional questions of clarification, if required. Recalling the proponent, applicant or other speakers for clarification may only be done while the <i>Public Hearing</i> is open.</p>	<p>Clarification of Rule</p>

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Current Bylaw 35M2017	Proposed Text	Rationale
<p>92. (1) A bylaw is passed after it receives three readings and is signed.</p> <p>(2) For the purposes of subsection (1), a signature may be affixed to a bylaw by mechanical or electronic means.</p>	<p>92. (1) <i>Council</i> must give each bylaw three distinct and separate readings by having the <i>Chair</i> state the title or identifying number of the bylaw at each reading of the bylaw. [MGA, s. 187(1) and (5)]</p> <p>(2) A bylaw is passed after it receives three readings and is signed by the <i>Chair</i> and <i>City Clerk</i>. [MGA, s. 189]</p> <p>(3) For the purposes of subsection (1), a signature may be affixed to a bylaw by mechanical or electronic means. [MGA, s. 213(5)]</p>	<p>Clarification of Rule Legal Opinion</p>
<p>93. Before first reading, <i>Council</i> may debate the substance of the proposed bylaw.</p>	<p>93. Before first reading, <i>Council</i> may debate the substance of a proposed bylaw.</p>	<p>Clarification of Rule</p>
<p>94. After first reading and before second reading is given, Council may propose and consider amendments to the bylaw.</p>	<p>94. After first reading and before second reading is given, <i>Council</i> may propose and consider motions to amend a proposed bylaw.</p>	<p>Clarification of Rule</p>
<p>95. When all amendments have been accepted or rejected, a vote on second reading of the bylaw as amended must be called.</p>	<p>95. If amendments to a proposed bylaw are adopted by <i>Council</i>, subsequent votes on second reading, authorization for third reading and third reading of the proposed bylaw must be called so that they reference the bylaw as amended.</p>	<p>Clarification of Rule</p>

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Current Bylaw 35M2017	Proposed Text	Rationale
<p>96. (1) A proposed bylaw must not be given more than two readings at the same meeting, except with the unanimous vote of all <i>Council Members</i> present at the meeting. [MGA, s. 187(4)]</p> <p>(2) If a vote on authorization for third reading is not adopted unanimously, the <i>City Clerk</i> must place the proposed bylaw on the agenda of the next <i>Council</i> meeting for which the submission deadline has not passed, for third reading.</p>	<p>96. (1) A proposed bylaw must not have more than two readings at a <i>Council</i> meeting unless the <i>Members</i> present unanimously agree to consider third reading. [MGA, s. 187(4)]</p> <p>(2) If a vote on authorization for third reading of a proposed bylaw is not adopted unanimously, <i>Council</i> must not give more than two readings to the proposed bylaw and the <i>City Clerk</i> must place the proposed bylaw on the <i>Agenda</i> of the next <i>Council</i> meeting for which the submission deadline has not passed, for third reading. [MGA, s. 187(4)]</p>	Clarification of Rule
<p>97. (1) If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded [MGA, s. 188(b)]</p> <p>(2) If a proposed bylaw does not receive third reading within two years from the date of the first reading, the previous readings are rescinded and the proposed bylaw is deemed to have been abandoned. [MGA, s. 188(a)]</p> <p>(3) If a proposed bylaw has not received any readings within two years from the date that it is first presented to <i>Council</i>, the proposed bylaw is deemed to have been abandoned.</p> <p>(4) Subject to the <i>Land Use Bylaw</i>, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.</p>	<p>97. (1) If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded. [MGA, s. 188(b)]</p> <p>(2) If a proposed bylaw does not receive third reading within two years from the date of the first reading, the previous readings are rescinded and the <i>City Clerk</i> will file the proposed bylaw as abandoned. [MGA, s. 188(a)].</p> <p>(3) If a proposed bylaw has not received any readings within two years from the date that it is first published in a <i>Council Agenda</i>, the <i>City Clerk</i> will file the proposed bylaw as abandoned.</p> <p>(4) Subject to the <i>Land Use Bylaw</i>, 1P2007, as amended, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.</p>	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>98. A main motion may arise out of the following sources:</p> <ul style="list-style-type: none"> <li>(a) recommendations related to <i>Administration</i> reports (either directed by <i>Council</i>, or when <i>Administration</i> deems a report necessary to fulfill a duty or inform <i>Council</i>);</li> <li>(b) recommendations related to reports from <i>Council Committees</i>;</li> <li>(c) recommendations related to reports from <i>City BCCs</i>;</li> <li>(d) recommendations related to reports from the City Auditor, Integrity Commissioner or Ethics Advisor;</li> <li>(e) proposed resolutions related to a <i>Notice of Motion</i> from a <i>Member</i>; or</li> <li>(f) proposed resolutions from a <i>Member</i> without notice.</li> </ul>	<p>98. A main motion may arise from recommendations made by:</p> <ul style="list-style-type: none"> <li>(a) <i>Administration</i>;</li> <li>(b) the <i>Returning Officer</i>;</li> <li>(c) the <i>City Auditor</i>;</li> <li>(d) the <i>Ethics Advisor</i>;</li> <li>(e) <i>a Council Committee</i>; or</li> <li>(f) <i>a Member</i> through a <i>Notice of Motion</i>.</li> </ul>	Clarification of Rule
N/A	<p>X. Despite section 98, a <i>Member</i> may:</p> <ul style="list-style-type: none"> <li>(1) Move a main motion from recommendations made by <i>Administration</i>, the <i>Returning Officer</i>, the <i>City Auditor</i>, the <i>Ethics Advisor</i>, <i>a Council Committee</i>, or <i>Member</i> through a <i>Notice of Motion</i> in an amended form; or</li> <li>(2) Move a main motion without notice respecting an Item on an <i>Agenda</i>.</li> </ul>	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>99. (1) All efforts must be made to ensure that recommendations and proposed resolutions which come before <i>Council</i> or <i>Council Committees</i> are concise, unambiguous and do not compete with previously adopted direction.</p> <p>(2) Main motions must be provided to all <i>Members</i>, the public and <i>Administration</i> in writing as part of the meeting agenda, except motions from a <i>Member</i> without notice.</p> <p>(3) The input of <i>Administration</i> must always be incorporated into motions, so as to ensure that any legal, financial and operational impacts are professionally addressed.</p>	<p>99. (1) Best efforts must be made to ensure that recommendations and proposed resolutions are concise, unambiguous and do not compete with previously adopted direction.</p> <p>(2) Main motions must be provided to all <i>Members</i>, the public and <i>Administration</i> in writing as part of the meeting <i>Agenda</i>, except motions from a <i>Member</i> without notice made during the meeting.</p> <p>(3) The input of <i>Administration</i> should always be incorporated into motions, so as to ensure that any legal, financial and operational impacts are professionally addressed.</p>	Best Practice
<p>100. (2) A motion will have no standing at a <i>City BCC</i> meeting, and no debate on it will commence until it is moved.</p>	<p>100. (2) A motion will have no standing at a <i>Council Committee</i> meeting, and no debate on it will commence until it is moved.</p>	Correction
<p>100. (3) The mover cannot withdraw a motion except by <i>general consent</i> or by <i>majority vote</i>.</p>	Deleted. Moved to Appendix D.	Best Practice
<p>101. Upon consultation with the <i>City Clerk</i>, the <i>Chair</i> may rule that a motion is out of order if it violates the <i>MGA</i>, this Procedure Bylaw, or any other applicable legislation, rules or policies. When ruling that the motion is out of order, the <i>Chair</i> must cite the provision that would be violated by the motion.</p>	<p>101. The <i>Chair</i> may rule that a motion is out of order if it violates the <i>Municipal Government Act</i>, this Procedure Bylaw, or any other applicable legislation. When ruling that the motion is out of order, the <i>Chair</i> must cite the provision that would be violated by the motion.</p>	Recommended by Parliamentarian
<p>102. A recommendation in a report may be moved and seconded as the main motion with an amendment included.</p>	Deleted. Moved to a different section.	Clarification of Rule
<p>103. The <i>Chair</i> must repeat or clarify a motion before putting it to a vote, to ensure that the <i>Members</i> and the public fully understand what is being voted on.</p>	Deleted. Moved to a different section.	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
104. When the <i>Chair</i> believes there has been sufficient debate, the <i>Chair</i> may seek to close debate on a motion, in accordance with the subsidiary motions table contained in Appendix D.1.	Deleted	Clarification of Rule
105. The <i>Member</i> making a motion, after debate on a main motion has begun, may, with <i>general consent</i> , make minor changes to the wording or agree to a minor change proposed by another <i>Member</i> .	Deleted	Recommended by Parliamentarian
<p>106. (1) A communication from <i>Administration</i>:</p> <ul style="list-style-type: none"> <li>(a) that does not seek any direction from <i>Council</i>;</li> <li>(b) from which no action will result; or</li> <li>(c) which is intended to highlight information of interest to <i>Council</i>; shall be identified as a “Briefing”.</li> </ul> <p>(2) For Briefings:</p> <ul style="list-style-type: none"> <li>(a) the Briefing will be placed at the end of the <i>Agenda</i>;</li> <li>(b) the Briefing is not debatable; and</li> <li>(c) the Briefing must not be forwarded to <i>Council</i>.</li> </ul> <p>(3) Despite subsection (2)(c), a <i>Council Committee</i> may, on a motion, direct that the Briefing be forwarded to <i>Council</i>.</p>	<p>106. (1) <i>Briefings</i> are not debatable, may not be the subject of questions and must not be forwarded to <i>Council</i>.</p> <p>(2) Despite subsection (1), a <i>Council Committee</i> may, on a motion by a <i>Member</i>, direct that a <i>Briefing</i> be forwarded to <i>Council</i>.</p>	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
N/A	<p><b>Request to have a motion read</b></p> <p>X. A <i>Member</i> may request that a motion be read, as long as the request does not interrupt a <i>Member</i> speaking.</p> <p>X. The <i>City Clerk</i> shall, if requested by a <i>Member</i>, read the motion aloud for clarification after it has been seconded.</p>	Recommended by Parliamentarian Accessibility Best Practice
<p><b>Length of Debate</b></p> <p>109. A <i>Member's</i> debate, including questions to <i>Administration</i>, but not <i>Administration's</i> responses, must not exceed:</p> <p>(a) five minutes on a main motion,</p> <p>(b) three minutes on an amendment, and</p> <p>(c) three minutes for the <i>Member</i> who moved the main motion to respond to questions raised during debate.</p>	<p><b>Debate on Motions</b></p> <p>109. A <i>Member's</i> debate, including questions to <i>Administration</i>, but not <i>Administration's</i> responses, must not exceed:</p> <p>(a) five minutes on a main motion,</p> <p>(b) three minutes on all secondary motions, when provided for in Appendix D, and</p> <p>(c) three minutes for the <i>Member</i> who moved the main motion to respond to questions raised during debate.</p>	Clarification of Rule Gap in Procedure
<p>110. When a main motion has been made and is being considered, a <i>Member</i> may make a secondary motion. Secondary motions include subsidiary, privileged, and incidental motions. Appendix D provides the main rules for secondary motions that are most likely to be used at meetings.</p>	<p>110. When a main motion has been made and is being considered, a <i>Member</i> may make a secondary motion (Appendix D).</p>	Clarification of Rule



Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
111.	Secondary motions to the main motion are introduced, debated and voted on in a “last-in-first-out” sequence, e.g.: If an amendment is moved and seconded while a main motion is pending, the amendment is then debated and voted on, and then debate on the main motion resumes.	Delete	Clarification of Rule Correction Recommended by Parliamentarian
112.	At a given time, only one amendment to the main motion and only one amendment to that amendment will be allowed.	Delete	Clarification of Rule
114.	When a <i>Member</i> introduces a motion at a <i>Council</i> meeting without notice, the motion must meet the conditions for adding an item of <i>urgent business</i> , as contained in section 65.	114. When a <i>Member</i> introduces a main motion without notice at a <i>Council</i> meeting that does not relate to an existing Item on the <i>Agenda</i> , the main motion must meet the conditions for adding an item of <i>Urgent Business</i> .	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>115. (1) <i>A motion arising</i> is not in order at <i>City BCC</i> meetings.</p> <p>(2) <i>A motion arising</i> is in order at <i>Council</i> meetings, provided that the <i>Chair</i>, in consultation with <i>Administration</i>, determines that the required administrative effort to respond to the <i>motion arising</i> is inconsequential.</p> <p>(3) <i>A motion arising</i> which requires significant <i>Administration</i> resources, requires reconsideration of a motion adopted at an earlier meeting or requires professional, legal, or financial input must be submitted by <i>Notice of Motion</i>.</p>	<p>115. (1) <i>A Motion Arising</i>:</p> <p>(a) is directly related to and arises from a main motion which has just been considered; and</p> <p>(b) must be made before another item is in front of the meeting.</p> <p>(2) <i>A Motion Arising</i> is in order at <i>Council</i> meetings, provided that the <i>Chair</i>, in consultation with <i>Administration</i>, determines that the required administrative effort to respond to the <i>motion arising</i> is inconsequential.</p> <p>(3) <i>A Motion Arising</i> which requires significant <i>Administration</i> resources, including professional, legal, or financial input must be submitted by <i>Notice of Motion</i>.</p> <p>(4) <i>A Motion Arising</i> is not in order at <i>Council Committee</i> meetings.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p><b><u>E – Reconsidering Motions</u></b></p> <p>116. (1) A motion which:</p> <p>(a) is the same or substantially the same as; or</p> <p>(b) raises an issue which was raised by;</p> <p>a motion that was previously considered by <i>Council</i> or a <i>Council Committee</i> may be considered out of order by the <i>Chair</i>, in consultation with the <i>City Clerk</i>.</p> <p>(1) Despite subsection (1), a <i>Member</i> may make motion described in subsection (1) if <i>Council</i> or a <i>Council Committee</i> votes for reconsideration of the original motion in accordance with the following:</p> <p>[Table]</p>	<p><b><u>E – Bring Back Motions</u></b></p> <p>116. A <i>Member</i> may bring a motion back before <i>Council</i> through a motion to reconsider a motion, to rescind or amend something previously adopted, or to renew a previously defeated motion as set out in Appendix I.</p> <p>[See new Appendix I]</p>	<p>Clarification of Rule Recommended by Parliamentarian</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p><b>Voting Style</b></p> <p>119. (1) Voting at <i>Council</i> and <i>Council Committee</i> meetings shall be captured using an electronic voting system where possible.</p> <p style="padding-left: 40px;">(a) The tally of votes on a motion shall be displayed in the meeting room once all votes have been placed;</p> <p style="padding-left: 40px;">(b) Despite (a), an electronic vote is not final until the <i>Chair</i> announces the result of the vote.</p> <p>(2) When electronic voting is not possible, voting shall be by voice.</p> <p>(3) Regardless of voting style in use for a motion, any <i>Member</i> may request a <i>Roll Call Vote</i> prior to commencing the vote on that motion.</p>	<p><b>Voting Method</b></p> <p>119. (1) Voting at <i>Council</i>, and <i>Council Committee</i> meetings for which the <i>City Clerk's Office</i> provides legislative services, shall be captured using an electronic voting system.</p> <p style="padding-left: 40px;">(a) The tally of votes on a motion shall be displayed in the meeting room once all votes have been placed;</p> <p style="padding-left: 40px;">(b) Despite (a), an electronic vote is not final until the <i>Chair</i> and/or the <i>City Clerk</i> announces the result of the vote.</p> <p>(2) When electronic voting is not possible, the <i>City Clerk</i> will take a voice vote.</p> <p>(3) When a motion is put to a vote, a <i>Member</i> may not speak on, or make a motion on the matter.</p> <p>(4) Despite subsection (3), the <i>Chair</i> may cancel the voting process due to technical or administrative issues that arise, but the voting process must be restarted and completed without debate from <i>Members</i>.</p>	<p>Gap in Procedure</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
N/A	<p><b>Balloting</b></p> <p>X. At a meeting at which Council nominates or appoints individuals to serve on <i>Council Committees</i>, or elects <i>Council Committee Chairs</i> or <i>Vice-Chairs</i>, a vote by secret ballot to select candidates may be conducted in accordance with requirements of the <i>Municipal Government Act</i>, and pursuant to procedures set out in Appendix G, if the selection of candidates by acclamation or unanimous consensus is not possible. [MGA s. 185.1(2)]</p> <p>X. The election, nomination or appointment of individuals selected through a vote by secret ballot pursuant to section 138 must be confirmed by a resolution of Council. [MGA s. 185.1(2)]</p>	Gap in Procedure
N/A	<p>X. Immediately after announcing the result of the vote, the <i>Chair</i> announces the next item of business, unless there are bylaw readings or a <i>Motion Arising</i>.</p>	Clarification of Rule Gap in Procedure
<p>120. A motion shall be declared lost when it:</p> <p>(a) does not receive the required number of votes; or</p> <p>(b) receives a tie vote.</p>	<p>120. A motion shall be declared lost when it:</p> <p>(a) does not receive a <i>majority vote</i>;</p> <p>(b) does not receive a <i>Two-thirds vote</i> where required by this Bylaw; or</p> <p>(c) receives a tie vote.</p>	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
121. Should a <i>Member</i> request to change their vote, and the requested change does not alter the vote result, the request may be granted by <i>general consent</i> or by a <i>majority vote</i> , whether the requestor voted for or against the motion. If the requested change would alter the vote result, the <i>Member</i> may move to reconsider the original vote.	121. If a <i>Member</i> requests to change their vote, and the requested change does not alter the vote result, the request must be done before any other business begins and may be granted by <i>unanimous consent</i> or <i>majority vote</i> .	Clarification of Rule
N/A	X. If a <i>Member</i> requests to change their vote, and the requested change would alter the vote result, the <i>Member</i> may only move to reconsider the original vote before any other business begins.	Clarification of Rule Gap in Procedure
<b>Division of a Recommendation</b>  122. A <i>Member</i> may request or the <i>Chair</i> may direct that a recommendation be divided and called separately, but only if the divided parts can stand on their own.	Delete	Clarification of Rule
123. The business of <i>Council's</i> annual Organizational meeting is limited to:  (a) administering the oath of office and the introduction of <i>Members</i> at the first Organizational meeting following a <i>General Election</i> ;  (b) appointment of elected officials, public <i>Members</i> and <i>Administration Members</i> to Committees; and  (c) other business as directed by this Bylaw, <i>Council</i> or the <i>City Clerk</i> .	123. The business of <i>Council's</i> annual Organizational meeting is limited to:  (a) administering the oath of office and the introduction of <i>Members</i> at the first Organizational meeting following a <i>General Election</i> ;  (b) appointment of elected officials, public <i>Members</i> and <i>Administration Members</i> to Committees; and  (c) other business as directed by this Bylaw, another City bylaw, <i>Council</i> or the <i>City Clerk</i> .	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
124.	The <i>City Clerk</i> must set the time and place for the Organizational meeting.	124. The <i>City Clerk</i> must set the date, time and place for the Organizational meeting and such meeting must not be later than 14 days after the 3 <sup>rd</sup> Monday in October.  [MGA, s. 192(1)]	Clarification of Rule
125.	<i>Members of BCCs</i> who are appointed at the Organizational meeting must be appointed as per the <i>Council</i> policy on <i>Governance and Appointments of Boards, Commissions and Committees</i> .	125. <i>Members of Council Committees</i> and <i>BCCs</i> who are appointed at the Organizational meeting must be appointed as per the <i>Council</i> policy on <i>Governance and Appointments of Boards, Commissions and Committees</i> .	
127.	At the first <i>Council</i> meeting following a <i>General Election</i> , or following a by-election for the Office of <i>Mayor</i> , the <i>City Clerk</i> must:  (a) take the <i>Chair</i> ;  (b) call the meeting to order; and  (c) preside over the meeting until the oath as prescribed by the <i>Oaths of Office Act</i> , has been administered to the <i>Mayor</i> .	127. At the first <i>Council</i> meeting following a <i>General Election</i> , or following a by-election for the Office of <i>Mayor</i> , the <i>City Clerk</i> must:  (a) take the <i>Chair</i> ;  (b) call the meeting to order; and  (c) preside over the meeting until the oath as prescribed by the <i>Oaths of Office Act</i> , R.S.A. 2000, c. O-1, as amended, has been administered to the <i>Mayor</i> .	Legal Opinion
128.	After the <i>Mayor</i> has taken the oath and assumed the <i>Chair</i> , the <i>Councillors</i> who have been elected must take the oath as prescribed by the <i>Oaths of Office Act</i> .	128. After the <i>Mayor</i> has taken the oath and assumed the <i>Chair</i> , the <i>Councillors</i> who have been elected must take the oath as prescribed by the <i>Oaths of Office Act</i> R.S.A. 2000, c. O-1, as amended.	Legal Opinion

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
130.	<p>(1) In the year of a <i>General Election</i>, no <i>Council</i> or <i>Council Committee</i> meeting is to be scheduled between Nomination Day, as defined in the <i>Local Authorities Election Act</i>, and the Organizational meeting following that <i>General Election</i>.</p> <p>(2) Subsection (1) does not apply to the holding of a special <i>Council</i> meeting in accordance with section 194 of the <i>Municipal Government Act</i>.</p>	<p>130. (1) In the year of a <i>General Election</i>, no <i>Council</i> or <i>Council Committee</i> meeting is to be scheduled between Nomination Day, as defined in the <i>Local Authorities Election Act</i>, and the Organizational meeting following that <i>General Election</i>.</p> <p>(2) Subsection (1) does not apply to the holding of a special <i>Council</i> meeting in accordance with section 17(4) of this Bylaw. [MGA, s. 194]</p>	Clarification of Rule
131.	When a <i>City BCC</i> which reports directly to <i>Council</i> has postponed, referred, filed or otherwise determined not to send a report on its <i>Agenda</i> to <i>Council</i> , the report must not be forwarded to <i>Council</i> .	Delete	Correction
132.	Despite the above, a <i>City BCC</i> cannot file, postpone 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 <i>Council</i> by the specified date.	132. A <i>Council Committee</i> cannot file, postpone 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 <i>Council Committee</i> and proceed to <i>Council</i> by the specified date.	Clarification of Rule
133.	<p>If the recommendations of <i>Administration</i> contained in a report to <i>Council</i> are defeated at a <i>Council Committee</i> meeting:</p> <p>(a) replacement recommendations must be approved by the <i>Council Committee</i>; and</p> <p>(b) the report must be forwarded to <i>Council</i> with both the original <i>Administration</i> recommendation and the replacement recommendation of the Committee.</p>	<p>133. At a <i>Council Committee</i> meeting, a recommendation of <i>Administration</i> contained in a report may be:</p> <p>(a) Approved as is,</p> <p>(b) Approved as amended or replaced by another related recommendation of the <i>Council Committee</i>, or</p> <p>(c) Defeated.</p>	Gap in Procedure



Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
134.	A motion which has been lost at Committee shall not be forwarded to Council as a recommendation, however:  (a) a <i>Member</i> , present at the meeting, may request that the lost motion be forwarded to <i>Council</i> for information; and  (b) the lost motion shall appear in the body of the report as an excerpt from the minutes of the meeting.	134. A <i>Member</i> may bring a defeated <i>Council Committee</i> main motion to a future <i>Council</i> meeting as a <i>Notice of Motion</i> .	Gap in Procedure

Procedure Bylaw Administrative Changes and Rationale

<p>138. The minutes of every <i>Council</i> and <i>Council Committee</i> meeting must record:</p> <ul style="list-style-type: none"> <li>(a) the decisions of <i>Council</i> and <i>Council Committees</i>;</li> <li>(b) DELETED BY 55M2021, 2021 SEPTEMBER 15.</li> <li>(c) the names of the <i>Members</i> who voted for and against a motion;</li> <li>(d) the name and general nature of a Pecuniary Interest declared by a <i>Member</i> (as defined in section 170 of the <i>MGA</i>);</li> <li>(e) the names of any person, group of persons or person representing them, who claims to be affected by a proposed Bylaw or resolution, who have spoken on a matter considered at a public hearing, and who have complied with the public hearing procedures outlined by <i>Council</i>;</li> <li>(f) the distribution of additional material received at <i>Council</i> and <i>Council Committee</i> meetings, to form part of the <i>Corporate Record</i>;</li> <li>(g) the names of any <i>Members</i> who have asked a question during <i>question period</i>, and the topic of the question; and</li> <li>(h) the sections of the FOIP Act that apply to an item being discussed in a closed meeting and, if the decision of the <i>Members</i> is for the report to remain confidential, then the minutes must record a date when the report will be reviewed for potential release as public.</li> </ul>	<p>138. The minutes of every <i>Council</i> and <i>Council Committee</i> meeting for which the <i>City Clerk's Office</i> provides legislative services must record:</p> <ul style="list-style-type: none"> <li>(a) the names of the <i>Members</i> present at the meeting [<i>MGA</i>, s. 208(1)(a)(ii)]</li> <li>(b) the decisions of <i>Council</i> and <i>Council Committees</i>;</li> <li>(c) the names of the <i>Members</i> who voted for and against a motion for all votes including any requested recorded votes; [<i>MGA</i>, s. 185(2)]</li> <li>(d) the names of any <i>Members</i> who abstained from voting and the reasons for the abstention, such as the general nature of a Pecuniary Interest, conflict of interest or perceived conflict of interest declared by a <i>Member</i>, or their absence from a part of a public hearing; [<i>MGA</i>, s. 172(5), 172.1(3), 183(1), 184]</li> <li>(e) the names of any person, group of persons or person representing them, who claims to be affected by a proposed Bylaw or resolution, who have spoken on a matter considered at a <i>Public Hearing</i>; [<i>MGA</i>, s. 208(1)(a)(iv) and 216.4(6)]</li> <li>(f) the names of any person, group of persons or person representing them who have spoken on a matter at a meeting of <i>Council</i> or <i>Council Committee</i>, except for members of <i>Administration</i>;</li> <li>(g) the distribution of additional material received at <i>Council</i> and <i>Council Committee</i> meetings, to form part of the <i>Corporate Record</i>;</li> <li>(h) the names of any <i>Members</i> who have asked a question</li> </ul>	<p>Clarification of Rule</p>
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
	<p>during <i>Question Period</i>, and the topic of the question</p> <p>(i) the sections of the <i>Freedom of Information and Protection of Privacy</i> Act that apply to an <i>Agenda</i> item being discussed in a <i>Closed Meeting</i> and, if the decision of <i>Members</i> is for <i>Agenda</i> materials to remain confidential, then the minutes must record a date when the <i>Agenda</i> materials will be reviewed for potential release as public documents;</p> <p>(j) reasons for <i>Members’</i> absences from <i>Council</i> meetings – either “Council Business” or “Personal”; and</p> <p>(k) the names of the <i>Members</i> who participated remotely, and whether such remote participation was for the whole meeting or part of the meeting.</p>	

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
139.	<p>(1) A <i>Member</i> may make a motion that the minutes be amended to correct an inaccuracy or omission. The <i>Member</i> must notify the <i>City Clerk</i> of the proposed correction as soon as is possible prior to the meeting at which they are confirmed, to allow the <i>City Clerk</i>:</p> <p>(a) to review the inaccuracy or omission; and</p> <p>(b) to prepare a revision to be distributed at the meeting if required.</p> <p>(2) Typographical errors should also be reported to the <i>City Clerk</i> in advance of the meeting, but do not require a motion to amend.</p> <p>(3) If a <i>Member</i> questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording exists, made in accordance with the <i>Council</i> policy on Recordings of Legislative Meetings CC001, the recording of that meeting must be used to decide the question.</p> <p>(4) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change must be allowed which would alter or affect, in a material way, the actual decision made by <i>Council</i>.</p>	<p>139. (1) A <i>Member</i> may make a motion that the minutes be amended to correct an inaccuracy or omission. The <i>Member</i> must notify the <i>City Clerk</i> of the proposed correction as soon as is possible prior to the meeting at which they are confirmed, to allow the <i>City Clerk</i>:</p> <p>(a) to review the inaccuracy or omission; and</p> <p>(b) to prepare a revision to be distributed at the meeting if required.</p> <p>(2) Typographical errors should also be reported to the <i>City Clerk</i> in advance of the meeting, but do not require a motion to amend.</p> <p>(3) If a <i>Member</i> questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording exists, made in accordance with the <i>Council</i> policy on <i>Recordings of Legislative Meetings</i>, the recording of that meeting must be used to decide the question.</p> <p>(4) Only minor changes may be made to motions recorded in the minutes after a meeting in order to correct errors in grammar, spelling, formatting and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change must be allowed which would alter or affect, in a material way, decisions made by <i>Council</i> or <i>Council Committees</i>.</p>	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
140.	(1) A bylaw, having received third reading, must be signed by the <i>Mayor</i> , and the <i>City Clerk</i> . [MGA, s. 213(3)(a)] [City Clerk Bylaw 73M94, s. 10]	140. (1) A bylaw, having received third reading, must be signed by the <i>Mayor</i> , and the <i>City Clerk</i> . [MGA, s. 213(3)(a)] [City Clerk Bylaw 73M94, s. 7]	Correction
141.	The <i>City Clerk</i> is designated to consolidate bylaws at the <i>City Clerk's</i> discretion when deemed convenient and in doing so, must:  (1) incorporate all amendments to the bylaw into one bylaw; [MGA, s. 69(2)(a)]  (2) omit from the consolidated bylaw a provision that has been repealed or that has expired; and [MGA, s. 69(2)(b)]  (3) retain for the <i>Corporate Record</i> the original bylaw and all adopted amending bylaws.	141. The <i>City Clerk</i> may consolidate bylaws, when, in the <i>City Clerk's</i> opinion, it would be convenient to do so, and in making a consolidation of a bylaw, must: [City Clerk Bylaw 73M94, s. 10]  (1) incorporate all amendments to the bylaw into one bylaw; [MGA, s. 69(2)(a)]  (2) omit from the consolidated bylaw a provision that has been repealed or that has expired; and [MGA, s. 69(2)(b)]  (3) retain the original bylaw and all adopted amending bylaws.	Clarification of Rule
142.	Bylaw 44M2006 is repealed.	142. Bylaw 35M2017 is repealed.	
143.	This Bylaw comes into force on 2017 October 23.	143. This Bylaw comes into force on 2025 October 29.	
A.3	Infrastructure and Planning Committee, <i>Chair</i> and Vice-Chair  The <i>Chair**</i> and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .	A.3 Infrastructure and Planning Committee, <i>Chair</i> and <i>Vice-Chair</i>  The <i>Chair**</i> and <i>Vice-Chair</i> are elected at the Organizational Meeting of <i>Council</i> .	Clarification of Rule

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
A.4	Community Development Committee, <i>Chair</i> and Vice-Chair  The <i>Chair</i> ** and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .	A.4 Community Development Committee, <i>Chair</i> and <i>Vice-Chair</i>  The <i>Chair</i> ** and <i>Vice-Chair</i> are elected at the Organizational Meeting of <i>Council</i> .	Clarification of Rule
A.6	Intergovernmental Affairs Committee (IGA), Membership <ul style="list-style-type: none"> <li>• 1 <i>Councillor</i> who has also been appointed to the board of directors of Alberta Municipalities</li> <li>• 1 <i>Councillor</i> who has also been appointed to the Calgary Metropolitan Region Board;</li> <li>• 1 <i>Councillor</i> who has also been appointed to the board of directors of the Federation of Canadian Municipalities; and</li> <li>• 4 additional <i>Councillors</i>.</li> <li>• Within the 7 <i>Councillor</i> positions, <i>Council's</i> three Inter-Municipal Committees must be represented.</li> </ul>	A.6 Intergovernmental Affairs Committee (IGA), Membership <ul style="list-style-type: none"> <li>• 1 <i>Councillor</i> who has also been appointed to the board of directors of Alberta Municipalities</li> <li>• 1 <i>Councillor</i> who has also been appointed to the board of directors of the Federation of Canadian Municipalities; and</li> <li>• 5 additional <i>Councillors</i>.</li> <li>• Within the 7 <i>Councillor</i> positions, <i>Council's</i> three Inter-Municipal Committees must be represented.</li> </ul>	Correction
A.6	Intergovernmental Affairs Committee (IGA), <i>Chair</i> and Vice-Chair  The <i>Chair</i> ** and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .	A.6 Intergovernmental Affairs Committee (IGA), <i>Chair</i> and <i>Vice-Chair</i>  The <i>Chair</i> ** and <i>Vice-Chair</i> are elected at the Organizational Meeting of <i>Council</i> .	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
A.7	Executive Committee, Membership <ul style="list-style-type: none"> <li>Mayor (in the Mayor's absence, the Deputy Mayor is a Member)</li> <li>Chair of each SPC (with the SPC Vice-Chairs as alternative Members);</li> <li>Chair of the Audit Committee (with the Audit Vice-Chair as an alternative Member);</li> <li>3 Councillors-at-Large appointed by the Mayor</li> </ul>	A.7 Executive Committee, Membership <ul style="list-style-type: none"> <li>Mayor (in the Mayor's absence, the Deputy Mayor is a Member)</li> <li>Chair of each SPC (with the SPC Vice-Chairs as alternative Members);</li> <li>Chair of the Audit Committee (with the Audit Vice-Chair as an alternative Member);</li> <li>3 Councillors-at-Large appointed by the Mayor</li> </ul>	Correction
A.7	Executive Committee, Chair and Vice-Chair  The Mayor is the Chair. One of the Councillors-at-Large is elected Vice-Chair.	A.7 Executive Committee, Chair and Vice-Chair  The Mayor is the Chair. One of the Councillors-at-Large is elected Vice-Chair at the first meeting after appointment of Members.	Correction
A.7.1	Council Services Committee (CSC), Chair and Vice-Chair  The Chair and Vice-Chair are elected at the first meeting after appointment of Members.	A.7.1 Council Services Committee (CSC), Chair and Vice-Chair  The Chair and Vice-Chair are elected at the Organizational Meeting of Council.	Correction
A.7.2	Nominations Committee, Chair and Vice-Chair  The Mayor is Chair. The Vice-Chair is elected at the first meeting after appointment of Members.	A.7.2 Nominations Committee, Chair and Vice-Chair  The Mayor is Chair. The Vice-Chair is elected at the Organizational Meeting of Council.	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
A.11	When a <i>Council Committee</i> has not yet elected a <i>Chair</i> , the first meeting is called to order by the <i>City Clerk</i> serving as temporary <i>Chair</i> . The first order of business will be: <ul style="list-style-type: none"> <li>(a) the temporary <i>Chair</i> calls for nominations, and then ballots for the position of chair;</li> <li>(b) the temporary <i>Chair</i> announces who is elected to the position of chair;</li> <li>(c) the <i>Chair</i> assumes the meeting, calls for nominations, and then ballots for the position of vice-chair; and</li> <li>(d) the <i>Chair</i> announces who is elected to the position of vice-chair.</li> </ul>	A.11 When a <i>Council Committee</i> has no <i>Chair</i> , a meeting may be called to order by the <i>City Clerk</i> serving as temporary <i>Chair</i> . The first order of business will be: <ul style="list-style-type: none"> <li>(a) the temporary <i>Chair</i> calls for nominations, and then conducts a vote by secret ballot for the position of <i>Chair</i> if there is more than one nomination;</li> <li>(b) the temporary <i>Chair</i> announces who is elected to the position of <i>Chair</i>;</li> <li>(c) the <i>Chair</i> assumes the meeting, calls for nominations, and then conducts a vote by secret ballot for the position of <i>Vice-Chair</i> if there is more than one nomination; and</li> <li>(d) the <i>Chair</i> announces who is elected to the position of <i>Vice-Chair</i>.</li> </ul>	Clarification of Rule
A.12	At any subsequent meeting, when both the <i>Chair</i> and Vice-Chair are absent, another <i>Member</i> must be elected as Acting <i>Chair</i> for that meeting, with the <i>City Clerk</i> serving as temporary <i>Chair</i> .	A.12 At any subsequent meeting, when both the <i>Chair</i> and <i>Vice-Chair</i> are absent, another <i>Member</i> must be elected as Acting <i>Chair</i> for that meeting, with the <i>City Clerk</i> serving as temporary <i>Chair</i> .	Correction
A.14	Unless the <i>Mayor</i> is already specifically appointed as a <i>Member</i> , the <i>Mayor</i> is an <i>ex-officio Member</i> of all <i>Council Committees</i> , unless <i>Council</i> provides otherwise. If present at the meeting, the <i>Mayor</i> has all of the rights and privileges of other <i>Members</i> , and is entitled to count for <i>quorum</i> , take part in discussion, and to vote on all items.  [MGA, s. 154(2)]	A.14 Unless the <i>Mayor</i> is already specifically appointed as a <i>Member</i> , the <i>Mayor</i> is an <i>ex-officio Member</i> of all <i>Council Committees</i> , unless <i>Council</i> provides otherwise. If present at the meeting, the <i>Mayor</i> has all of the rights and privileges of other <i>Members</i> , and is entitled to count for <i>quorum</i> , take part in discussion, and to vote on all items.	Correction



Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
B.1	<p>The following actions/decisions of SPCs are binding on <i>The City</i> without the requirement of <i>Council</i> approval, provided the action or decision is within the SPC’s mandated areas as listed in this bylaw:</p> <p>(a) to make final decisions at the Committee level within their mandate where City of Calgary policy exists;</p> <p>(b) to receive any periodic reporting directed by <i>Council</i> for information;</p> <p>(c) to create and be responsible for SPC sub-committees and approve their Terms of Reference; and</p> <p>(d) to incorporate all relevant policies and strategies into its deliberations.</p>	B.1 <p>An SPC may receive periodic reporting directed by <i>Council</i>, and must incorporate relevant policies and strategies into its deliberations.</p>	Legal Opinion
B.2	<p>SPCs are also tasked with making new or revised policy recommendations to <i>Council</i> within their mandated areas as listed in this bylaw.</p>	B.2 <p>SPCs are also tasked with making new or revised policy and bylaw recommendations to <i>Council</i> within their mandated areas as listed in this Bylaw.</p>	Legal Opinion

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text	Rationale
B.5	Executive Committee may:  (a) make final decisions at the Committee level within its mandate where City of Calgary policy exists;  (b) accept Briefings;  (c) refer reports to Administration;  (d) refer reports to <i>Council</i> or a <i>Council Committee</i> ;  (e) refer reports to <i>Council</i> for policy direction or policy review;  (f) create and be responsible for sub-committees and approve their terms of reference;  (g) directing <i>Notices of Motion</i> to <i>Council</i> ; and  (h) refer reports to Council regarding the recruitment and appointment of the <i>Chief Administrative Officer</i> and provide performance evaluations of the <i>Chief Administrative Officer</i> as required by section 205.1 of the <i>MGA</i> .	B.5 Executive Committee may:  (a) make new or revised policy and bylaw recommendations to <i>Council</i> within its mandate as listed in section B.6 of this Bylaw;  (b) accept Briefings;  (c) refer reports to Administration;  (d) refer reports to <i>Council</i> or a <i>Council Committee</i> ;  (e) refer reports to <i>Council</i> for policy direction or policy review;  (f) directing <i>Notices of Motion</i> to <i>Council</i> ; and  (g) refer reports to Council regarding the recruitment and appointment of the <i>Chief Administrative Officer</i> and provide performance evaluations of the <i>Chief Administrative Officer</i> as required by section 205.1 of the <i>Municipal Government Act</i> .	Legal Opinion

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017		Proposed Text		Rationale
B.6	<p>Executive Committee has the following mandate:</p> <ul style="list-style-type: none"> <li>(a) finance and budgeting issues;</li> <li>(b) corporate planning;</li> <li>(c) items from the Integrity and Ethics Office;</li> <li>(d) DELETED BY 28M2022, 2022 SEPTEMBER 14</li> <li>(e) items related to People, Innovation, and Collaboration;</li> <li>(f) recommending the naming of City owned facilities;</li> <li>(g) economic Development including the Downtown Strategy; and</li> <li>(h) local and Business economy.</li> </ul>	B.6	<p>Executive Committee has the following mandate:</p> <ul style="list-style-type: none"> <li>(a) finance and budgeting issues;</li> <li>(b) corporate planning;</li> <li>(c) items from the Ethics Advisor;</li> <li>(d) items related to People, Innovation, and Collaboration;</li> <li>(e) recommending the naming of City owned facilities;</li> <li>(f) economic Development including the Downtown Strategy; and</li> <li>(g) local and Business economy.</li> </ul>	Correction
B.7	<p>(1) Council Services Committee has the following mandate:</p> <ul style="list-style-type: none"> <li>(a) strategic and policy direction on services provided by Administration for Councillors and their staff;</li> <li>(b) DELETED BY 20M2023, 2023 APRIL 25.</li> <li>(c) receiving advice from Administration and making recommendations to Council respecting the Councillors' Budgets and Expenses Bylaw 36M2021.</li> </ul>	B.7	<p>(1) Council Services Committee has the following mandate:</p> <ul style="list-style-type: none"> <li>(a) strategic and policy direction on services provided by Administration for Councillors and their staff;</li> <li>(b) receiving advice from Administration and making recommendations to Council respecting the Councillors' Budgets and Expenses Bylaw 36M2021.</li> </ul>	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.1(1) Lay on the Table, or “Table”, The usage</p> <p>A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of immediate urgency.</p>	<p>D.1(1) Lay on the Table, or “Table”, The Usage</p> <p>A motion to set a pending question aside temporarily, within the course of the meeting, to accommodate something else of immediate urgency.</p>	Correction
<p>D.1(1) Lay on the Table, or “Table”, The Process</p> <p>The motion is not debatable (due to the urgency) and is not amendable. It may not interrupt a speaker. A <i>majority vote</i> is required to adopt.</p> <p>When the interrupting event is over, the tabled main motion is resumed, usually by <i>general consent</i>. (If done formally, this step requires a <i>majority vote</i>).</p>	<p>D.1(1) Lay on the Table, or “Table”, The Process</p> <p>The motion is not debatable (due to the urgency) and is not amendable. It may not interrupt a speaker. A <i>majority vote</i> is required to adopt.</p> <p>When the interrupting event is over, the tabled main motion is resumed, usually by <i>unanimous consent</i>. (If done formally, this step requires a <i>majority vote</i>).</p>	Correction
<p>D.1(2) Close Debate (or “Previous Question”), The usage</p> <p>A motion to close debate and vote immediately: <i>“I move we close debate”</i>.</p>	<p>D.1(2) Close Debate (or “Previous Question”), The Usage</p> <p>A motion to close debate and vote immediately: <i>“I move we close debate”</i>. May be moved at any time while a debatable motion is pending.</p>	Clarification of Rule
<p>D.1(2) Close Debate (or “Previous Question”), The Process</p> <p>This motion may not interrupt a speaker. When done <b>formally</b>, it is not debatable and requires a <i>majority vote</i> to adopt (instead of RONR’s 2/3 vote).</p> <p>Ending debate can be done <b>informally</b>, by <i>general consent</i>: <i>“Is there any objection to ending debate?”</i> (Pause, then, if no one else wishes to speak, say:) <i>“There being no objections, debate on the motion is closed, and we’ll proceed to the vote on it immediately.”</i></p>	<p>D.1(2) Close Debate (or “Previous Question”), The Process</p> <p>This motion may not interrupt a speaker. When done <b>formally</b>, it is not debatable and requires a <i>majority vote</i> to adopt (instead of RONR’s 2/3 vote).</p> <p>Ending debate can be done <b>informally</b>, by <i>unanimous consent</i>: <i>“Is there any objection to ending debate?”</i> (Pause, then, if no one else wishes to speak, say:) <i>“There being no objections, debate on the motion is closed, and we’ll proceed to the vote on it immediately.”</i></p>	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.1(3) Limit or Extend Debate, The Process</p> <p>The motion may not interrupt a speaker, is not debatable, but can be amended. When handled <b>formally</b>, by a motion, it requires a <i>majority vote</i> (instead of RONR's requirement of a 2/3 vote).</p> <p>Can be decided by <i>general consent</i>: "<i>Is there any objection to extending debate on this motion by ten minutes?</i>" (Pause). <i>Debate is extended by ten minutes.</i>"</p>	<p>D.1(3) Limit or Extend Debate, The Process</p> <p>The motion may not interrupt a speaker, is not debatable, but can be amended. When handled <b>formally</b>, by a motion, it requires a <i>majority vote</i> (instead of RONR's requirement of a 2/3 vote).</p> <p>Can be decided by <i>unanimous consent</i>: "<i>Is there any objection to extending debate on this motion by ten minutes?</i>" (Pause). <i>Debate is extended by ten minutes.</i>"</p>	
<p>D.1(4) <i>Postpone</i> to a certain time, The usage</p> <p>A motion to <i>postpone</i> consideration of a main motion to a specified later meeting or to a specific time during the same meeting.</p>	<p>D.1(4) <i>Postpone</i> to a certain time, The Usage</p> <p>A motion to <i>postpone</i> consideration of a main motion to a specified later meeting (<b>not to exceed the next meeting or three months</b>) or to a specific time during the same meeting.</p>	Alignment to Robert's Rules of Order
<p>D.1(5) Commit/Refer, The usage</p> <p>A motion to send the pending motion to a Committee or <i>Administration</i>. Instructions may be included: scope of referral, deadlines, etc.</p>	<p>D.1(5) Commit/Refer, The Usage</p> <p>A motion to send the pending motion to a <i>Council Committee</i> or <i>Administration</i>. Instructions may be included: scope of referral, deadlines, etc.</p>	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.1(6) Amend, The Process</p> <p>This motion may not interrupt a speaker, and may not be contrary to the motion it purports to amend.</p> <p>An amendment is debatable.</p> <p>An amendment to an amendment is allowed, but a third level amendment is not.</p> <p>A <i>majority vote</i> is required to adopt.</p>	<p>D.1(6) Amend, The Process</p> <p>This motion may not interrupt a speaker, and may not be contrary to the motion it purports to amend.</p> <p>An amendment is debatable.</p> <p>An amendment to an amendment is allowed, but a third level amendment is not.</p> <p>A <i>majority vote</i> is required to adopt.</p>	<p>Best Practice</p>
<p>D.1(7) <i>Postpone</i> Indefinitely, The usage</p> <p>A motion to decline to take a position on a pending main motion. The effect is to “kill” the main motion for the current <i>Council</i> term.</p>	<p>D.1(7) <i>Postpone</i> Indefinitely, The Usage</p> <p>A motion to decline to take a position on a pending main motion. The purpose is to remove the main motion from consideration without making a decision on it.</p>	<p>Correction</p>
<p>D.1(7) <i>Postpone</i> Indefinitely, The Process</p> <p>The motion to <i>postpone</i> indefinitely may not interrupt a speaker, is debatable, but is not amendable.</p> <p>A <i>majority vote</i> is required to adopt.</p> <p>To lift an indefinitely postponed item from the table prior to the next General Election, it must be reconsidered.</p>	<p>D.1(7) <i>Postpone</i> Indefinitely, The Process</p> <p>The motion to <i>postpone</i> indefinitely may not interrupt a speaker, is debatable, but is not amendable.</p> <p>A <i>majority vote</i> is required to adopt.</p>	<p>Correction</p>
<p>D.2 The following privileged motions can be addressed formally (by a motion) or informally (by <i>general consent</i>). <b>Note:</b> The rules contained in Appendix D supersede RONR where differences exist.</p>	<p>Delete</p>	<p>Correction</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.2(1) <i>Question of Privilege</i>, The Process</p> <ul style="list-style-type: none"> <li>A <i>Question of Privilege</i> should interrupt a speaker <b>only</b> if the circumstances require it to interrupt.</li> <li>If the issue relates to noise or another distraction, it is handled informally by the <i>Chair</i> or by <i>general consent</i>, and a formal motion or vote is not needed.</li> </ul>	<p>D.2(1) <i>Question of Privilege</i>, The Process</p> <p>A <i>Question of Privilege</i> should interrupt a speaker <b>only</b> if the circumstances require it to interrupt.</p> <p>If the issue relates to noise or another distraction, it is handled informally by the <i>Chair</i> or by <i>unanimous consent</i>, and a formal motion or vote is not needed.</p>	Correction
<p>D.2(2) Recess, The usage</p> <p>A motion to take a short intermission in the proceedings: “I move we take a ten minute recess.”</p>	<p>D.2(2) Recess, The Usage</p> <p>A motion to take a short break in the meeting: The motion may:</p> <ol style="list-style-type: none"> <li>Set a time: “I move we take a ten minute recess”; or</li> <li>Leave it up to the <i>Chair</i>: “Recess until the Call of the Chair”.</li> </ol>	Correction
<p>D.2(2) Recess, The Process</p> <ul style="list-style-type: none"> <li>This motion may not interrupt a speaker.</li> <li>The motion is not debatable, but can be amended as to the duration of the recess.</li> <li>The motion is typically treated by <i>general consent</i>: “Is there any objection to a ten minute recess?” (Pause). “There being no objection, we are in recess and will resume the meeting at ____.”</li> <li>If dealt with formally, requires a <i>majority vote</i>.</li> </ul>	<p>D.2(2) Recess, The Process</p> <p>This motion may not interrupt a speaker.</p> <p>The motion is not debatable, but can be amended as to the duration of the recess.</p> <p>The motion is typically treated by <i>unanimous consent</i>: “Is there any objection to a ten minute recess?” (Pause). “There being no objection, we are in recess and will resume the meeting at ____.”</p> <p>If dealt with formally, requires a <i>majority vote</i>.</p>	Correction

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.2(3) Adjourn, The Process</p> <ul style="list-style-type: none"><li>• This motion may not interrupt a speaker.</li><li>• The motion is not debatable or amendable.</li><li>• This motion can be handled by <i>general consent</i>: “<i>Is there any further business?</i>” (Pause). “<i>There being no further business, the meeting stands adjourned.</i>”</li><li>• If dealt with formally, requires a <i>majority vote</i>.</li></ul>	<p>D.2(3) Adjourn, The Process</p> <p>This motion may not interrupt a speaker.</p> <p>The motion is not debatable or amendable.</p> <p>This motion can be handled by <i>unanimous consent</i>: “<i>Is there any further business?</i>” (Pause). “<i>There being no further business, the meeting stands adjourned.</i>”</p> <p>If dealt with formally, requires a <i>majority vote</i>.</p>	Correction
<p>D.2(4) Fix the Time to Which to Adjourn, The Process</p> <ul style="list-style-type: none"><li>• This motion may not interrupt a speaker.</li><li>• This motion is not debatable, but may be amended as to time.</li><li>• This motion is often treated by <i>general consent</i>: “<i>Is there any objection to scheduling a meeting on _____ to continue the public hearing?</i>” (Pause). “<i>There being no objection, a continuation of this meeting has been scheduled for _____. ”</i></li><li>• If dealt with formally, requires a <i>majority vote</i>.</li></ul>	<p>D.2(4) Fix the Time to Which to Adjourn, The Process</p> <p>This motion may not interrupt a speaker.</p> <p>This motion is not debatable, but may be amended as to time.</p> <p>This motion is often treated by <i>unanimous consent</i>: “<i>Is there any objection to scheduling a meeting on _____ to continue the public hearing?</i>” (Pause). “<i>There being no objection, a continuation of this meeting has been scheduled for _____. ”</i></p> <p>If dealt with formally, requires a <i>majority vote</i>.</p>	Correction



Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.3(2) Appeal, The Process</p> <ul style="list-style-type: none"><li>• The <i>Member</i> explains the basis for their appeal.</li><li>• The <i>Chair</i> puts the appeal to a vote immediately and without debate: “<i>Shall the ruling of the Chair be upheld?</i>”</li><li>• A <i>Two-thirds vote</i> against the <i>Chair’s</i> ruling is required to override a ruling.</li></ul>	<p>D.3(2) Appeal, The Process</p> <p>The <i>Member</i> explains the basis for their appeal.</p> <p>A motion to appeal requires a second at a Council Meeting.</p> <p>The motion is debatable.</p> <p>The <i>Chair</i> must put the appeal to a vote: “<i>Shall the ruling of the Chair be upheld?</i>”</p> <p>A <i>majority vote</i> against the <i>Chair’s</i> ruling is required to override it.</p>	<p>Correction</p>
<p>D.3(3) Suspend the rules, The motion</p> <p>(3) Suspend the rules (RONR section 25)</p> <p><u>Note:</u> If a rule in this Bylaw that does not originate in applicable legislation is inadvertently not followed, it is deemed to have been suspended by <i>general consent</i>.</p>	<p>D.3(3) Suspend the rules, The Motion</p> <p>(3) Suspend the rules (RONR section 25)</p>	<p>Correction</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.3(3) Suspend the rules, The Process</p> <ul style="list-style-type: none"> <li>This motion may not interrupt a speaker.</li> <li>This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed. For example: <i>"I move to suspend the rules and dispense with the 3:15 p.m. recess."</i></li> <li>This motion may be handled by the <i>Chair</i> informally: <i>"Is there any objection to suspending the rules and removing the 3:15 p.m. recess? (Pause) "There being no objections, the meeting shall continue uninterrupted."</i></li> <li>Rules that do not originate in legislation can be suspended by a <i>majority vote</i> or by <i>general consent</i> (instead of RONR's requirement of a 2/3 vote).</li> </ul>	<p>D.3(3) Suspend the rules, The Process</p> <p>This motion may not interrupt a speaker.</p> <p>This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed. For example: <i>"I move to suspend the rules and dispense with the 3:15 p.m. recess."</i></p> <p>This motion may be handled by the <i>Chair</i> informally: <i>"Is there any objection to suspending the rules and removing the 3:15 p.m. recess? (Pause) "There being no objections, the meeting shall continue uninterrupted."</i></p> <p>Rules that do not originate in legislation can be suspended by a <i>majority vote</i> or by <i>unanimous consent</i> (instead of RONR's requirement of a 2/3 vote).</p>	<p>Correction</p>
<p>D.3(4) Dividing a Resolution, The usage</p> <p>A request by a <i>Member</i> that a multi-part motion be divided, so as to consider a contentious part separately from other parts.</p>	<p>D.3(4) Dividing a Resolution, The Usage</p> <p>A <i>Member</i> may request that a resolution be divided into parts and voted upon separately, but only if the divided parts can stand on their own.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
<p>D.3(4) Dividing a Resolution, The Process</p> <ul style="list-style-type: none"> <li>This motion may not interrupt a speaker.</li> <li>This motion is not debatable.</li> <li>Despite RONR's requirement of a <i>majority vote</i>, requests to divide are granted without a vote, but only if the separated parts can stand on their own.</li> </ul>	<p>D.3(4) Dividing a Resolution, The Process</p> <p>This motion may not interrupt a speaker.</p> <p>This motion is not debatable.</p> <p>Despite RONR's requirement of a <i>majority vote</i>, requests to divide a resolution are granted without a vote, but only if the separated parts can stand on their own and the <i>Chair</i> agrees the matters are distinct. The <i>Chair</i> will rule that the <i>Members</i> vote on each part separately.</p>	<p>Clarification of Rule</p>
<p>D.3(5) Withdraw, The motion</p> <p>(5) Withdraw (RONR section 33)</p>	<p>D.3(5) Withdrawal of a motion, The Motion</p> <p>(5) Withdrawal of a motion (RONR section 33)</p>	<p>Correction</p>
<p>D.3(5) Withdraw, The usage</p> <p>After motion is moved, the motion belongs to the assembly, which may withdraw it by a <i>majority vote</i> or by <i>general consent</i>.</p>	<p>D.3(5) Withdrawal of a motion, The Usage</p> <p>A motion which has not been seconded at a meeting of <i>Council</i> may be withdrawn by the mover of the motion.</p> <p>A motion which has been moved and seconded, or a motion at <i>Council Committee</i>, is the property of <i>Council</i> or <i>Council Committee</i> and may be withdrawn by the <i>unanimous consent</i> of all the <i>Members</i> present without the requirement for a vote. If one <i>Member</i> does not provide consent, the motion stands.</p>	<p>Clarification of Rule</p>

Procedure Bylaw Administrative Changes and Rationale

Appendix E – DEFINITIONS	<p>DELETE Appendix and move to Interpretation section.</p> <p>In this bylaw:</p> <p><i>“Administration”</i> means the <i>Chief Administrative Officer</i> or an employee accountable to the <i>Chief Administrative Officer</i>;</p> <p><i>“Administrative Inquiry”</i> means a written request from a <i>Member of Council</i> to the <i>Administration</i>, made at a <i>Council</i> meeting, seeking the provision of information at a future meeting;</p> <p><i>“Agenda”</i> – is the order of items of business for a Meeting and the associated reports, bylaws and other documents, including written submissions from the public.</p> <p><i>“Audit Committee Bylaw”</i> means the Audit Committee Bylaw, 33M2020, as amended, or any bylaw enacted in its place;</p> <p><i>“Board, Commission or Committee” (“BCC”)</i> means an external board, commission or committee to which <i>Council</i> makes one or more appointments, and includes the Assessment Review Board and the Subdivision and Development Appeal Board.</p> <p><i>“Briefing”</i> means a communication from <i>Administration</i> that: does not seek any direction from <i>Council</i>; from which no action will result; and which is intended to highlight information of interest to <i>Council</i>.</p> <p><i>“Chair”</i> means the person elected or appointed to preside over meetings of <i>Council</i>, a <i>Council Committee</i> or a <i>BCC</i>, and includes the <i>Mayor</i> or <i>Deputy Mayor</i> when presiding at a <i>Council</i> meeting;</p> <p><i>“City”</i> means the municipal corporation of The City of Calgary having</p>	<p>Legal Opinion Clarification of Rule Correction</p>
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Procedure Bylaw Administrative Changes and Rationale

	<p>jurisdiction under the <i>Municipal Government Act</i> and other applicable legislation;</p> <p>“<i>City Clerk</i>” means the person holding the designated officer position established by Bylaw 73M94, the <i>City Clerk Bylaw</i>, or the employee of the <i>City</i> who has been delegated the authority to exercise the powers, duties, and functions of the <i>City Clerk</i> under this Bylaw;</p> <p>“<i>City Clerk’s Office</i>” means the business unit of The City of Calgary that is overseen by the <i>City Clerk</i> and that, among other things, supports legislative and governance services.</p> <p>“<i>Chief Administrative Officer</i>” means the person holding the position established by Bylaw 52M2022 or the employee of the <i>City</i> who has been delegated the authority to exercise the powers, duties, and functions of the Chief Administrative Officer under this Bylaw;</p> <p>“<i>City Solicitor and General Counsel</i>” means the person holding the designated officer position established by Bylaw 48M2000, or the employee of the <i>City</i> who has been delegated the authority to exercise the powers, duties, and functions of the City Solicitor and General Counsel under this Bylaw;</p> <p>“<i>Closed Meeting</i>” means a meeting or a portion of a meeting held in the absence of the public;</p> <p>“<i>Combined</i>” meeting of <i>Council</i> is a meeting which contains a section for planning matters, in keeping with section 692 of the <i>Municipal Government Act</i>, and a section for <i>Regular Business</i> on its <i>Agenda</i>;</p> <p>“<i>Consent Agenda</i>” means a group of items proposed for adoption by a single (omnibus) motion;</p>	
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Procedure Bylaw Administrative Changes and Rationale

	<p><i>“Corporate Record”</i> means the record of <i>Agendas</i>, minutes and other related meeting material which is dealt with by <i>Council</i> or a <i>Council Committee</i> for which the <i>City Clerk’s Office</i> provides legislative services;</p> <p><i>"Council"</i> means the <i>Mayor</i> and <i>Councillors</i> duly elected in the City and who continue to hold office;</p> <p><i>"Council Committee”</i> means a committee, board, or other body established by a council under the <i>Municipal Government Act</i> (<i>Municipal Government Act</i>) but does not include an assessment review board established under section 454 (<i>Municipal Government Act</i>) or a subdivision and development appeal board established under 627 (<i>Municipal Government Act</i>).</p> <p><i>“Councillor”</i> means a <i>Member</i> duly elected as a <i>Councillor</i> under the <i>Municipal Government Act</i> to represent a ward of the City, who continues to hold office;</p> <p><i>“Deputy Mayor”</i> means the <i>Councillor</i> appointed by <i>Council</i>, in keeping with the <i>Municipal Government Act</i> and this Bylaw, to act as <i>Mayor</i> in the absence or incapacity of the <i>Mayor</i>;</p> <p><i>“Ex-Officio Member”</i> means a <i>Member</i> of a voting body who is not specifically appointed as a <i>Member</i>, but who is a <i>Member</i> by virtue of holding another office, such as the <i>Mayor</i>;</p> <p><i>“Freedom of Information and Protection of Privacy Act” (“FOIP Act”)</i> means the <i>Freedom of Information and Protection of Privacy Act</i>, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;</p>	
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Procedure Bylaw Administrative Changes and Rationale

	<p><i>“General Election”</i> means an election held for all the <i>Members</i> of <i>Council</i> to fill vacancies caused by the passage of time, in accordance with the <i>Local Authorities Election Act</i>;</p> <p><i>“Governance Document”</i> means a statute, the <i>Municipal Government Act</i>, a City bylaw (including this Bylaw and the Terms of Reference incorporated into it as listed in the chart following section C.10 of Appendix C) that outlines a <i>Council Committee</i> or <i>BCC’s</i> structure and includes items such as eligibility criteria, composition, mandate, and term lengths;</p> <p><i>“Interpretation Act” (“IA”)</i> means the <i>Interpretation Act</i>, R.S.A. 2000, c. I-8, as amended, or any statute enacted in its place;</p> <p><i>“Local Authorities Election Act” (“LAEA”)</i> means the <i>Local Authorities Election Act</i>, R.S.A. 2000, c. L-21, as amended, or any statute enacted in its place;</p> <p><i>“Majority”</i> with respect to <i>quorum</i> means more than half of the appointed <i>Members</i>;</p> <p><i>“Majority vote”</i> means the vote of more than half of the <i>Members</i> present and voting at a properly called meeting at which a <i>quorum</i> is present.</p> <p><i>“Mayor”</i> means the <i>Member</i> duly elected in the City as the Chief Elected Official under the <i>Municipal Government Act</i> who continues to hold office;</p> <p><i>“Member”</i> means a <i>Member</i> of <i>Council</i> duly elected who continues to hold office, or a <i>Member</i> of a <i>Council Committee</i> duly appointed by <i>Council</i> to that <i>Council Committee</i>;</p>	
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Procedure Bylaw Administrative Changes and Rationale

	<p><i>“Municipal Government Act” (“MGA”) means the <u>Municipal Government Act</u>, R.S.A. 2000, c. M-26, as amended, or any statute enacted in its place;</i></p> <p><i>“Notice of Motion” means a submission made by one or more <i>Members of Council</i> intended to provide notice of a proposed resolution for <i>Council’s</i> consideration where the resolution:</i></p> <ul style="list-style-type: none"><li><i>(a) raises a significant issue affecting all or part of The City of Calgary; or</i></li><li><i>(c) directs <i>Administration</i> to undertake a significant amount of work in order to respond.</i></li></ul> <p><i>“Officer of Council” means the <i>Chief Administrative Officer, City Solicitor and General Counsel, City Clerk, Chief Financial Officer, General Managers</i> or their assigned delegates, and also the Ethics Advisor and the City Auditor.</i></p> <p><i>“Omnibus Motion” means a motion to place on the floor and adopt, without debate, the recommendations of two or more reports;</i></p> <p><i>“Public Hearing” means a hearing conducted under requirements of the <i>Municipal Government Act</i> where Council provides the opportunity to hear from people it is required to hear from and any other people who Council agrees to hear.</i></p> <p><i>“Quorum” means the number of <i>Members</i> entitled to vote who must be present in order to conduct a meeting, and is a <i>majority</i> (more than half) of the membership of the voting body, unless <i>Council</i> provides otherwise in a <i>governance document</i>;</i></p> <p><i>“Regularly Scheduled Council Meetings” include all <i>Council</i> meetings identified on the Council Calendar approved under section 16 of</i></p>	
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
	<p>this Bylaw regardless of the identifying name of such meeting and for greater certainty includes Regular Council Meetings, Public Hearing Meetings of Council, and Combined Meetings of Council.</p> <p><i>“Regular business”</i> means that portion of a <i>Combined</i> meeting of <i>Council</i> which deals with the standard business of <i>Council</i> such as items from <i>Administration</i> or Committees, Bylaws and other business as listed in Section 48;</p> <p><i>“Remote participation”</i> or <i>“participating remotely”</i> refers to a <i>Member</i> who attends a <i>Council</i> or <i>Council Committee</i> meeting in accordance with Appendix “F”;</p> <p><i>“Strategic”</i> meeting of <i>Council</i> means a meeting of <i>Council</i> that provides a forum for high-level strategic discussion; this includes an annual planning session. <i>Administration</i>, external experts and other professionals may provide industry research, practices and procedures to support <i>Council’s</i> strategic discussion.</p> <p><i>“Two-thirds vote”</i> means two-thirds or more of the <i>Members</i> present and voting at a properly called meeting at which a <i>quorum</i> is present;</p> <p><i>“Unanimous Consent”</i> means a proposal for action on a matter that is brought before <i>Council</i> or a <i>Council Committee</i> without requiring a motion as provided for in this bylaw. If unanimous consent is not provided, the proposal for action on a matter may be brought forward as a motion; and</p> <p><i>“Urgent Business”</i> means those matters added by a vote of <i>Council</i> to a meeting <i>Agenda</i> once the meeting has commenced.</p>	

Procedure Bylaw Administrative Changes and Rationale

N/A	<p style="text-align: center;"><b>APPENDIX G – VOTING BY SECRET BALLOT</b></p> <p>G.1 When necessary, the selection of individuals for nomination or appointment to serve on <i>Council Committees</i> or <i>BCCs</i>, or the election of <i>Chairs</i> and/or <i>Vice-Chairs</i>, may be conducted through a vote by secret ballot in accordance with requirements of the <i>Municipal Government Act</i>. [MGA s.185.1(1)]</p> <p>G.2 Voting by secret ballot may occur in <i>Closed Meeting</i>. [MGA s.185.1(1)]</p> <p>G.3 When voting by secret ballot is required, the following procedures must be followed:</p> <ul style="list-style-type: none"><li>(a) <i>Members</i> attending in person will mark their votes on paper ballots provided by the <i>City Clerk</i>;</li><li>(b) <i>Members participating remotely</i> must email their votes to the <i>City Clerk</i>;</li><li>(c) The <i>City Clerk</i> will tally all paper and email ballots and provide the <i>Chair</i> with the results;</li><li>(d) The <i>Chair</i> will announce the results of the vote by secret ballot;</li><li>(e) Successive rounds of balloting may be required, as candidates must have the votes of a majority of <i>Members</i> present in order to be selected for nomination or appointment to serve on <i>Council Committees</i> or <i>BCCs</i>, or to be elected as a <i>Chair</i> or <i>Vice-Chair</i>;</li></ul>	Gap in Procedure Alignment to Robert’s Rules of Order
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
	<p>(f) If required, successive rounds of balloting will exclude the nominee with the fewest votes and any nominees with no votes; and</p> <p>(g) Secret ballots are confidential.</p> <p>G.5 A vote by secret ballot must be held if requested by any <i>Member</i> present at the meeting, and it must be confirmed by a resolution of <i>Council</i> or <i>Council Committee</i>.</p> <p>[MGA s. 185.1(2)]</p>	

Procedure Bylaw Administrative Changes and Rationale

N/A	<p><b>APPENDIX H – SPECIAL PROCEDURES – MEMBER APPOINTMENTS</b></p> <p>H.1 Despite Section 77, the following flow of <i>Agenda</i> items and procedures apply when <i>Council</i> is considering recommendations to appoint <i>Members</i> to <i>BCCs</i> or <i>Council Committees</i> other than <i>Standing Policy Committees</i>:</p> <p>(a) <i>Administration</i> introduction of the Item;</p> <p>(b) Questions of clarification from <i>Members</i> to <i>Administration</i>. At <i>Council Meetings</i>, questions of clarification are limited to three minutes for each <i>Member</i>, not including responses from <i>Administration</i>;</p> <p>(c) Selection of <i>Member</i> candidates for appointment to <i>Council Committees</i> and <i>BCCs</i>, including:</p> <p>i. Introduction of each <i>Council Committee</i> or <i>BCC</i> vacancy by <i>Administration</i>;</p> <p>ii. Display of Councillor Preferences, including a call for nominations from <i>Members</i> from the floor of Council, to be conducted by the <i>Chair</i>;</p> <p>iii. <i>Members</i> may nominate other <i>Members</i>, or themselves, and nominations do not require seconding.</p> <p>iv. If nominated by another <i>Member</i>, a <i>Member</i> must accept the nomination to be considered</p>	Gap in Procedure
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Procedure Bylaw Administrative Changes and Rationale

	<p>for appointment;</p> <p><b>v.</b> When there are no further nominations, the <i>Chair</i> declares nominations closed and announces the nominations;</p> <p><b>vi.</b> Nominated <i>Members</i> may speak to the merits of their candidacy for up to 2 minutes; and</p> <p><b>vii.</b> Selection of candidates for appointment by:</p> <p>(1) unanimous consensus or election by acclamation, or</p> <p>(2) voting by secret ballot to be conducted by the <i>City Clerk</i>, following balloting procedures set out in Appendix G;</p> <p>(d) At the Organizational Meeting of Council, or at other times as necessary, the Chair may declare the appointment of Councillors-at-Large to the Executive Committee, for terms to expire at the next Organizational Meeting of Council, at any time prior to a motion being put on the floor;</p> <p>(e) a main motion is made by a <i>Member</i>;</p> <p>(f) the motion, if in order, is stated or displayed by the <i>Chair</i>;</p> <p>i. Debate (once per <i>Member</i>);</p>	
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Procedure Bylaw Administrative Changes and Rationale

Current Bylaw 35M2017	Proposed Text	Rationale
	<div>ii. Mover responds to questions raised in debate; and</div> <div>iii. Vote.</div>	
N/A	Add new appendix - See proposed text below.	Gap in Procedure Alignment with Robert’s Rules of Order

Procedure Bylaw Administrative Changes and Rationale

Appendix I – BRING BACK MOTIONS

The following motions may be used to bring a motion or resolution back before *Council* or *Council Committees*:

The Motion	The Usage	The Process
(1) Motion to reconsider	<p>Used in the same meeting to reconsider an issue that has been voted on earlier in the meeting. If the motion to reconsider is adopted, the motion comes before Council again as if it had not been decided in the first place.</p> <p>A reading of a proposed bylaw may be reconsidered; however, a bylaw that has received three readings and has been signed in accordance with section 213 of the <i>Municipal Government Act</i>, may not be reconsidered.</p> <p>The same motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.</p> <p>Example: “<i>I move to reconsider the vote on the motion relating to the contribution to XYZ Charity, I voted against that motion.</i>”</p>	<p>This motion may not interrupt a speaker.</p> <p>A <i>Member</i> from the prevailing side of the original vote must move for the motion to be reconsidered.</p> <p>Whether or not to reconsider the motion is debatable.</p> <p>A reconsideration motion is adopted by <i>majority vote</i>.</p> <p>If a <i>majority</i> is in favor of reconsidering, then the original motion is debated and voted upon again as if it had not been considered in the first place.</p>

Procedure Bylaw Administrative Changes and Rationale

The Motion	The Usage	The Process
(2) Motion to Rescind or Amend Something Previously Adopted	<p>Only to be used at a subsequent meeting after the decision was made (not at the same meeting).</p> <p>The motion to rescind means that the decision would no longer be in effect.</p> <p>The motion to amend something previously adopted is used to amend (not rescind) some previous decision.</p> <p>An adopted motion may only be amended or rescinded if it has not been acted upon in a manner that is impossible to modify or reverse. The Chair, in consultation with Administration, shall make such determination. Administration’s advice and input should be sought if amending or rescinding an adopted motion will affect any contract or agreement entered into by The City.</p> <p>Example: <i>“I move to rescind the motion relating to the purchase of the Smith farm property which was adopted at our June meeting.”</i></p>	<p>Any <i>Member</i> may make a motion to rescind or amend something previously adopted.</p> <p>Notice requirements are the same as for any <i>Council</i> motion, as set out in section 113.</p> <p>The motion is debatable.</p> <p>The vote required to rescind or amend something adopted within the previous 12 months is a <i>Two-thirds vote</i>.</p> <p>The vote required to rescind or amend something adopted more than 12 months ago is a <i>majority vote</i>.</p>



Procedure Bylaw Administrative Changes and Rationale

The Motion	The Usage	The Process
(3) Renewal of a Defeated motion	<p>To bring back a defeated motion at a later meeting.</p> <p>Example: “<i>I move to contribute to XYZ Charity</i>” is brought back as new business, as the original motion, if the conditions of the renewal are met (ie. six months have passed)</p>	<p>Any <i>Member</i> may make this motion.</p> <p>Notice requirements are the same as for any <i>Council</i> motion as set out in section 113.</p> <p>Six months must have passed since the defeat of the motion, unless, by a <i>Two-thirds vote</i>, <i>Council</i> agrees to suspend this rule and bring the motion back earlier.</p> <p>A motion to bring back a defeated motion at a later meeting requires a <i>majority vote</i>.</p> <p>[For Land Use Items, <i>MGA</i>, s. 640(5)]</p>

\*Housekeeping and clerical revisions have been noted in Attachment 3 (Example: Deletion of text related to previous deletions “DELETED BY 55M2021, 2021 SEPTEMBER 15” has been removed and not included in this attachment).