

Table of Proposed Changes to Procedure Bylaw 44M2006

# reference to Bylaw Amendment in Attachment	Current Wording	Suggested Wording	Rationale	Type
2	<p>2.(54) "Two-Thirds (10) Vote" is a vote requiring at least two-thirds of the Members who continue to hold office or appointment, to vote in the affirmative. This number is ten (10) with fifteen (15) Members;</p>	<p>2.(54) "Two-Thirds (10) Vote" is a vote requiring at least two-thirds of the Members who continue to hold office or appointment, to vote in the affirmative. <del>This number is ten (10) with fifteen (15) Members;</del></p> <p>The words "Two-Thirds (10) Vote" are deleted wherever they appear in Bylaw 44M2006 and replaced with "Two-Thirds Vote".</p>	<p>Two-Thirds Vote is required both at Council and Committees where the membership varies between them. This provides clarity on its application to both.</p>	<p>Clarity and Alignment with business process</p>
3	<p>14.(2) At anytime following confirmation of the Agenda, a Councillor who is a non-Member in attendance at a SPC Meeting may notify the Chair of an interest in an Agenda item(s) and may then vote on the item(s) and be counted for Quorum on the item(s).</p> <p>(3) A non-Member may only be counted for Quorum once an interest has been declared and then only for the item(s) so declared.</p>	<p>14.(2) At anytime following confirmation of the Agenda, a Councillor who is a non-Member in attendance at a SPC Meeting may notify the Chair of an interest in an Agenda item(s) and may then vote on the item(s) <del>and be counted for Quorum on the item(s).</del></p> <p>(3) <del>A non-Member may only be counted for Quorum once an interest has been declared and then only for the item(s) so declared.</del></p> <p><b>A non-Member may only be counted for Quorum once an interest has been declared and</b></p>	<p>Non-Members who declare an interest vote only on the specific item, while the regular membership vote on the items and procedural items. Examples of procedural items include adding urgent business and changing the time of recess.</p> <p>A Quorum of regular membership is required throughout the meeting. This empowers regular committee members to have a strong voice in providing the</p>	<p>Clarity</p>

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		<p><del>then only for the item(s) so declared. A non-Member who has declared an interest pursuant to subsection (2) does not count towards Quorum.</del></p>	<p>committee recommendation to Council while maintaining the important ability of non-members to participate and vote. It also provides clarity to the public on Council's participation in Committees.</p>	
4	<p>15. (1) PFC consists of: (a) the Mayor, or, in the Mayor's absence, the Deputy Mayor; (b) the Chair of each SPC, with the Vice-Chairs as alternates; (c) the Chair of the Audit Committee; and (d) a Councillor-at-large, who shall serve as Vice-Chair.</p>	<p>15. (1) PFC consists of: (a) the Mayor, or, in the Mayor's absence, the Deputy Mayor; (b) the Chair of each SPC, with the Vice-Chairs as alternates; (c) the Chair of the Audit Committee, <b>with the Vice-Chair as alternate; and</b> (d) a Councillor-at-large, who shall serve as Vice-Chair.</p>	<p>Allows the addition of the Vice Chair of Audit Committee to attend Priorities and Finance Committee in the absence of the Chair of Audit Committee.</p>	Meeting efficiency
5 (1) and 5(2)	<p>50. Submissions for inclusion in a Regular Meeting Agenda shall be delivered to the City Clerk as follows:  (1) all administrative reports for the Agenda of Regular Meetings shall be received no later than</p>	<p>50. Submissions for inclusion in a Regular Meeting Agenda <b>must be submitted</b> to the City Clerk as follows:  (1) all administrative reports for the Agenda of Regular Meetings shall be received no later than</p>	<p>The deadline for Administrative Reports to Council has been adjusted to provide for additional time to prepare the agenda for printing and for Tuesday electronic distribution to Members of Council. This maintains the publishing to allow</p>	Meeting Efficiency

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2	4:00 p.m. on the Tuesday prior to the Meeting;	<b>12:00</b> p.m. on the Tuesday prior to the Meeting;	Council 24 hours review of the agenda. Timing of distribution of the agenda is consistent with other municipalities that range from 1.5 days to 5 days prior to the meeting.	
5 (3)	50.(6) items of urgent business will be distributed to Members as soon as available or when added to the Agenda by Council. If available, potential items may be distributed the Friday before the Meeting for information only. Items so distributed are not part of the Agenda until added at the Meeting;	50.(6) items of urgent business will be distributed to Members <b>and Officers of Council</b> as soon as available or when added to the Agenda by Council. If available, potential items may be distributed the Friday before the Meeting for information only. Items so distributed are not part of the Agenda until added at the Meeting;	50.(6) is to reflect that senior administration as defined by Officers of Council under the procedure bylaw also receive a copy of proposed urgent business.	Align business practice and bylaw
6	51. Submissions for inclusion on a Committee Agenda shall be:  (1) for PFC, 4:00 p.m. on the Tuesday preceding the Meeting; (B/L 60M2011, 2011 October 24)  (2) for a SPC, 4:00 p.m. on the	51. Submissions for inclusion on a Committee Agenda <b>shall be must be submitted the City Clerk no later than:</b>  (1) for PFC, <b>4:00 12:00</b> p.m. on the Tuesday of the week preceding <b>the week of</b> the	This changes the deadline for Administration submissions to the agenda. It also clarifies and aligns with our business process for the deadlines for meetings including those SPCs that fall on a Friday. As the public is accustomed to receiving SPC agendas on Fridays	Meeting efficiency

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
2	<p>Tuesday preceding the Meeting;</p> <p>(3) for a Special Committee, 4:00 p.m. on the Wednesday preceding the Meeting;and</p> <p>(4) for Special Meetings, with more than twenty-four (24) hours notice, ten (10) calendar days preceding the Meeting and for Special Meetings with less than ten (10) days notice, at the time of giving notice.</p>	<p>Meeting;</p> <p>(2) for a SPC, <b>4:00 12:00</b> p.m. on the Tuesday <b>of the week</b> preceding the <b>week of</b> Meeting;</p> <p>(3) for a Special Committee and <b>Audit Committee, 4:00 12:00</b> p.m. on the Wednesday <b>of the week</b> preceding the <b>week of</b> Meeting;and</p> <p>(4) for Special Meetings, with more than twenty-four (24) hours notice, ten (10) calendar days preceding the Meeting and for Special Meetings with less than ten (10) days notice, at the time of giving notice.</p>	<p>City Clerks utilizes the same deadlines regardless of the day of week the Committee is held. This includes the extension of utilizing the regular SPC date (Wednesdays) to inform the 10 day movement of the SPC report to Council.</p> <p>The movement of the deadline for Administration submission allows for electronic distribution of the Council agenda to Members of Council a day earlier on a Tuesday afternoon.</p>	
7	<p>57.(3) A Recording shall be made available on The City's website for a period of three years from the date of the Regular Meeting or Standing Policy Committee Meeting at which it was made, after which it shall be removed from The City's website.</p>	<p>57.(3) A Recording shall be made available on The City's website for a period of <del>three</del> <b>four</b> years from the date of the Regular Meeting or Standing Policy Committee Meeting at which it was made, after which it shall be removed from The City's website.</p>	<p>To reflect the intent of the policy to align the length of retention with the general election cycle.</p>	Correction

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
8	<p>91. (1) Every Regular Meeting shall recess without a motion for:</p> <p>(a) seventy-five (75) minutes at 12:00 noon;</p> <p>(b) for thirty (30) minutes at 3:15 p.m.; and</p> <p>(c) for seventy-five (75) minutes at 6:00 p.m.</p> <p>(2) Every Regular SPC Meeting shall recess without a motion for:</p> <p>(a) sixty (60) minutes at 12:00 noon</p> <p>(b) for thirty (30) minutes at 3:15 p.m.; and</p> <p>(c) for sixty minutes (60) minutes at 6:00 p.m.</p> <p>(3) A Two-Thirds (10) Vote is required to change the time of recess as given in subsection (1).</p>	<p>91. (1) Every Regular Meeting <b>and Special Meeting</b> shall recess without a motion for:</p> <p>(a) seventy-five (75) minutes at 12:00 noon;</p> <p>(b) for thirty (30) minutes at 3:15 p.m.; and</p> <p>(c) for seventy-five (75) minutes at 6:00 p.m.</p> <p>(2) Every Regular SPC Meeting <b>and PFC Meeting</b> shall recess without a motion for:</p> <p>(a) sixty (60) minutes at 12:00 noon</p> <p>(b) for thirty (30) minutes at 3:15 p.m.; and</p> <p>(c) for sixty minutes (60) minutes at 6:00 p.m.</p> <p>(3) A Two-Thirds (10) Vote is required to change the time of recess as given in subsection (1) <b>and (2)</b></p>	<p>The amendment allows for automatic recess without motion for Special Meetings and PFC. It also extends to require Two-Thirds vote to SPC and PFC.</p>	<p>Meeting efficiency and aligning business process and bylaw.</p>
9	<p>155. (5) Committees which report directly to Council may not refer an item to another Committee.</p>	<p>155.(5) Committees which report directly to Council <b>other than PFC</b> may not refer an item to another Committee.</p>	<p>Clarifying that the Priorities and Finance Committee has the authority under their mandate to refer items received to another</p>	<p>Clarify</p>

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
10 (1)	<p>REGULAR BUSINESS MEETING</p> <ol style="list-style-type: none"> <li>1. Opening prayer;</li> <li>2. Presentation(s)/recognition(s);</li> <li>3. Question Period;</li> <li>4. Confirmation of Agenda;</li> <li>5. Confirmation of Minutes;</li> <li>6. Consent Agenda</li> <li>7. Tabled report(s) (including additional related/supplementary reports);</li> <li>8. Items from Administration and Committees;                             <ol style="list-style-type: none"> <li>(1) Executive Reports,</li> <li>(2) SPC and Special Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda, and</li> <li>(3) Other Committee reports for Meetings held at least 10 days prior, which are not part of the Consent Agenda;</li> </ol> </li> </ol>	<p>REGULAR BUSINESS MEETING</p> <ol style="list-style-type: none"> <li>1. Opening prayer;</li> <li>2. Presentation(s)/recognition(s);</li> <li>3. Question Period;</li> <li>4. Confirmation of Agenda;</li> <li>5. Confirmation of Minutes;</li> <li>6. Consent Agenda</li> <li>7. Tabled report(s) (including additional related/supplementary reports);</li> <li>8. Items from Administration and Committees;                             <ol style="list-style-type: none"> <li>(1) Executive Reports,</li> <li>(2) SPC and Special Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda, and</li> <li>(3) Other Committee reports for Meetings held at least 10 days prior, which are not part of the Consent Agenda;</li> </ol> </li> </ol>	<p>Committee. Adds Urgent Business In Camera to the order of business to Regular Meetings of Council.</p>	<p>Aligns business practice and bylaw.</p>

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
	<p>9. Items directly to Council; (1) Notice(s) of Motion, (2) Nominations, and (3) Miscellaneous business;</p> <p>10. Bylaw tabulation(s);</p> <p>11. Urgent business;</p> <p>12. In Camera items;</p> <p>13. Administrative Inquiries,</p> <p>14. Excusing absence of Members; and</p> <p>15. Adjournment.</p>	<p>9. Items directly to Council; (1) Notice(s) of Motion, (2) Nominations, and (3) Miscellaneous business;</p> <p>10. Bylaw tabulation(s);</p> <p>11. Urgent business;</p> <p><b>12. Urgent business In Camera;</b></p> <p><b>13. In Camera items;</b></p> <p><b>14. Administrative Inquiries,</b></p> <p><b>15. Excusing absence of Members; and</b></p> <p><b>16. Adjournment</b></p>		
10 (2)	<p>REGULAR COMBINED MEETING</p> <p>1. Opening prayer;</p> <p>2. Presentation(s)/recognition(s);</p> <p>3. Question Period;</p> <p>4. Confirmation of Agenda;</p>	<p>REGULAR COMBINED MEETING</p> <p>1. Opening prayer;</p> <p>2. Presentation(s)/recognition(s);</p> <p>3. Question Period;</p> <p>4. Confirmation of Agenda;</p>	<p>Adds Urgent Business In Camera and Executive Reports not part of a land use item to the order of business to Combined Meetings of Council.</p> <p>Provides correction to the order which previously had Administrative Inquiries before In</p>	<p>Aligns with Business Process and correction.</p>

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
	<p>5. Confirmation of Minutes;</p> <p>6. Consent Agenda;</p> <p>7. Tabled report(s) (including additional related/supplementary reports) related to Public Hearing issues;</p> <p>8. Land use items (including all related bylaws, etc.);</p> <p>9. Street and lane closures, (which are not part of a land use item);</p> <p>10. Dispositions of public reserve land(s), (which are not part of a land use item); Calgary Planning Commission report(s), (which are not part of a land use);</p> <p>11. Calgary Planning Commission report(s), (which are not part of a land use);</p> <p>12. Tabled report(s) (including additional related/supplementary reports) related to Regular Meeting issues;</p>	<p>5. Confirmation of Minutes;</p> <p>6. Consent Agenda;</p> <p>7. Tabled report(s) (including additional related/supplementary reports) related to Public hearing issues;</p> <p>8. Land use items (including all related bylaws, etc.);</p> <p>9. Street and lane closures, (which are not part of a land use item);</p> <p>10. Dispositions of public reserve land(s), (which are not part of a land use item); Calgary Planning Commission report(s), (which are not part of a land use);</p> <p><b>11. Executive Reports, (which are not part of a land use item);</b></p>	<p>Camera.</p>	



# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
	<p>13. Items from Administration and Committees related to Regular Meeting issues;            (1) Executive reports (not related to a land use item or another Public Hearing issue);            (2) SPC and Special Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda,            (3) Other Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda</p> <p>14. Items directly to Council related to Regular Meeting issues;            (1) Notice(s) of Motion,            (2) Nominations, and            (3) Miscellaneous business;</p> <p>15. Bylaw tabulation(s);</p> <p>16. Urgent business;</p> <p>17. Administrative Inquiries;</p> <p>18. In Camera items;</p> <p>19. Excusing absence of</p>	<p>12. Calgary Planning Commission report(s), (which are not part of a land use item);</p> <p>13. Tabled report(s) (including additional related/supplementary reports) related to Regular Meeting issues;</p> <p>14. Items from Administration and Committees related to Regular Meeting issues;            (1) Executive reports (not related to a land use item or another Public Hearing issue);            (2) SPC and Special Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda,            (3) Other Committee reports, for Meetings held at least 10 days prior, which are not part of the Consent Agenda</p> <p>15. Items directly to Council related to Regular Meeting issues;            (1) Notice(s) of Motion,            (2) Nominations, and</p>		

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
	Members; and 20. Adjournment.	(3) Miscellaneous business; <b>16.</b> Bylaw tabulation(s); <b>17.</b> Urgent business; <b>18. Urgent business In Camera;</b> <b>19.</b> In Camera items; <b>20.</b> Administrative Inquiries; <b>21.</b> Excusing absence of Members; and <b>22.</b> Adjournment.		
10 (3)	SPECIAL MEETINGS 1. Opening prayer; 2. Confirmation of Agenda; 3. Items from Administration and Committees; 4. In Camera items; and 5. Adjournment.	SPECIAL MEETINGS 1. Opening prayer; 2. Confirmation of Agenda; <b>3. Tabled and Referred Reports</b> 4. Items from Administration and Committees; 5. In Camera items; and 6. Adjournment.	Adding Tabled and Referred reports to the order of business for Special Meetings.	Aligns with Business Process.
10 (4)	COMMITTEE MEETINGS 1. Confirmation of Agenda; 2. Confirmation of Minutes; 3. Consent Agenda (SPCs only); 4. Tabled reports;	COMMITTEE MEETINGS 1. Confirmation of Agenda; 2. Confirmation of Minutes; 3. Consent Agenda (SPCs only); <b>4. Unfinished business</b>	Adding unfinished business to the order of business to account for items carried over from a meeting that lost quorum. There is also the addition of Urgent Business	Aligns with Business Process and correction.

# reference to Bylaw Amendment in Attachment 2	Current Wording	Suggested Wording	Rationale	Type
	<p>5. Items from Administration and Committees;  6. In Camera items; and  7. Adjournment.</p>	<p>5. Tabled reports;  6. Items from Administration and Committees;  7. <b>Urgent business</b>  8. <b>Urgent business In Camera</b>  9. In Camera items; and  10. Adjournment.</p>	<p>and Urgent Business In Camera that mirrors the business process to add items to the agenda with a Two-Thirds Vote.</p>	

**REVISED CHARTS AND TABLES**

Below are the revised provide corrections to the charts and tables of Appendix 2 and 3. The revisions made in bold can be cross referenced with items 11 and 12 of Attachment 2 providing the text for discussion to be used in the amending bylaw.

**MOTIONS REQUIRING TWO-THIRDS ~~(40)~~ VOTE**

<u>Motion</u>	<u>Section(s)</u>
Addition to Agenda	52(3) & 53
Call a Special Meeting with less than 24 hours notice	<b>47(2) 46</b>
Cancellation of Regular Meeting with less than 24 hrs notice	47(1)(c)
<b>Cancellation of Special Meeting with less than 24 hours notice</b>	<b>47(2)(b) &amp; 47(3)(b)</b>
Change location of Council Meeting	29
Change time of recess	91(2) & 123(1)
Change time of 9:30 p.m. recess to conclude item	92(1)
Change time to reconvene at 1:00 p.m. next day to finish	92(2)
Limit debate	118(5)
Permit public to address item added as urgent business	99(2)
Reconsideration of a motion (less than 6 months)	124(3)(c)
Suspend Procedure Bylaw	4(3)
Tabled item - to deal with at a date earlier than set	130
Tabled sine die item - to deal with before 1 year or General Election	132(2)(c) & 132(4)
Urgent business	48(3) & 137(6)
Waive notice	119(2), 124(2), 137(6) & 145(2)

**VOTES REQUIRING UNANIMOUS CONSENT**

Authorization of 3rd reading after 1st & 2nd at same meeting	165(1)
<b>Change a vote on a previous motion</b>	<b>139 (3)(a)</b>
Friendly amendment to maximum of 3 words	107
Requiring reading of the Minutes	89(2)
Removal of item from the Agenda	48(3)
Withdrawal of a motion	146(2)

**Items which Can Not be Debated (ND) and/or Amended (NA)  
Motion Section(s) No Debate/No Amend**

Administrative Inquiry	103	ND
Adjournment	109(2)	ND/NA
Adoption of Consent Agenda	122(2)	ND
Challenge the Chair	80	ND/NA
First reading of a bylaw	162(1)	ND/NA
Lift from the table	135(2)	ND/NA
Rise & report	147 (2)	ND/NA
Recess	91. <del>(4)</del> <b>(5)</b> & 123(3) & (4)	ND/NA except time to reconvene
<b>Referral</b>	<b>125</b>	<b>NA – except as to time</b>
Suspend Procedure Bylaw	4(3)	NA
Table	129	ND/NA – except as to time
<b>Table Sine Die</b>	<b>132(1)</b>	<b>ND/NA</b>