



THE CITY OF
CALGARY
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COUNCIL POLICY

Policy Title:	Council Members Attendance at Meetings Policy
Policy Number:	CC029
Report Number:	Procedure Bylaw 44M2006 105 (1)
Approved by:	City Council
Effective Date:	1980 September
Business Unit:	City Clerk's Office

BACKGROUND

Councillors are expected to attend Council meetings as scheduled in the annual Council Calendar. At times, Councillors have requested to be excused from attending Council meetings. As such, a policy and procedure was necessary to ensure that the request to be excused from a meeting was documented by the City Clerk and that the Office of the Mayor was notified.

PURPOSE

To ensure that there are procedures in place for Councillors when requesting to be excused from attendance at a meeting through completion of a Memorandum addressed to the City Clerk.

POLICY

A Councillor who will be absent from a meeting must provide written notice to the Mayor and City Clerk prior to commencement of the meeting. A Councillor who is being excused from Council must provide a reason for his/her absence and then be excused as follows:

- a) excused for other Council business, or
- b) excused without reason by courtesy of Council.

PROCEDURE

Completion and submission of the following Memorandum to the City Clerk and the Mayor's Office.

AMENDMENTS

2013 October 21 - Bylaw 40M2011 Discontinue the use of the title "Alderman" in favour of the title "Councillor"



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COUNCIL POLICY



THE CITY OF
CALGARY
Office Of The Councillors

MEMORANDUM

DATE: (Date)

TO: SUE GRAY, CITY CLERK
CITY CLERK'S (#8007)

FROM: COUNCILLOR (NAME)
WARD (#)

SUBJECT: REQUEST TO BE EXCUSED FROM ATTENDANCE AT MEETINGS

Please be advised that I am unable to attend meetings of Council/ Committee during the period: _____

REASON:

- (a) Excused for other Council Business ☐
(b) Excused without reason by courtesy of Council ☐

(Signed)

cc: Office of the Mayor (#8069)

AMENDMENTS

None