

Current Section	Heading	Current Text	Proposed Revisions	Direction & Notes
24	Part 4 - Roles and Conduct A - Chair Role of the Chair	<p>The <i>Chair</i> must:</p> <p>(a) maintain order and decorum in a manner which promotes fairness and forward progress;</p> <p>(b) keep a sequence of speakers and recognize <i>Members</i>, <i>Administration</i>, advisors or citizens to speak at the appropriate segments of the agenda;</p> <p>(c) make rulings on Points of Order or Questions of Privilege;</p> <p>(d) ensure that <i>Members</i> understand the motion before them;</p> <p>(e) ensure that <i>Members</i> are at their designated seats and ready to vote, and must subsequently call the vote; and</p> <p>(f) perform such other leadership functions as may be required for the efficient and effective conduct of the meeting.</p>	<p>the word "and" at the end of subsection 24(f) is deleted; and</p> <p>the following is added after subsection 24(f) as subsection 24(g):</p> <p>"(g) at a <i>Closed Meeting</i>, ensure that only the matters that are approved to be discussed at the <i>Closed Meeting</i> are discussed.</p>	<p>Direction - Transparency Practices - Reporting and Closed Meetings C2018-0692</p> <p>Outcome - Clearly outline the role of the Chair in a closed meeting</p>
29	B-Members of Council and Council Committees		<p>The following is added after section 29 as section 29.1</p> <p>"Remote Participation</p> <p>29.1 A <i>Member</i> may participate in <i>Council</i> or <i>Council Committee</i> meetings remotely, in accordance with the procedures set out in Appendix E."</p>	<p>Direction - Remote Participation C2018-0788</p> <p>Outcome - Enshrine remote participation in the procedure bylaw.</p>
PFC2019-0231 Attachment 3 56: UNRESTRICTED	D-Administration	<p>Participation - Officers of Council</p> <p>36. (1) The <i>City Manager</i> and the <i>City Solicitor and General Counsel</i> must attend all meetings of <i>Council</i>.</p> <p>(2) The <i>City Clerk</i> must attend all meetings of <i>Council</i> and <i>Council Committees</i> in keeping with the <i>City Clerk's</i> duties as set out in the <i>City Clerk Bylaw</i>, and is the parliamentary advisor for meetings of <i>Council</i> and <i>Council Committees</i> for the purpose of providing procedural advice to the <i>Chair</i>.</p>	<p>Section 36 (2) is deleted and replaced with the following:</p> <p>(2) The <i>City Clerk</i> must attend all meetings of <i>Council</i> and <i>Council Committees</i> in keeping with the <i>City Clerk's</i> duties as set out in the <i>City Clerk bylaw</i>, and is the parliamentary advisor for meetings of <i>Council</i> and <i>Council Committees</i> for the purpose of providing procedural advice to the <i>Chair</i>. The <i>City Clerk</i> must:</p> <p>(a) inform the <i>Chair</i> when <i>Council's</i> or a <i>Council Committee's</i> discussion goes beyond the subject matter of the report or item before it discussions are no longer on the approved topic; and</p> <p>(b) maintain any confidential items, reports or documents."</p>	<p>Direction - Transparency Practices - Reporting and Closed Meetings C2018-0692</p> <p>Outcome - More clearly define the role of the City Clerk - including specifics for closed meeting/confidential items.</p>

		<p>48. Council - Regular meetings</p> <ul style="list-style-type: none">- Call to order;- Opening remarks;- Question period;- Confirmation of agenda;- Confirmation of minutes;- Presentations/recognitions (<i>note time if firmly scheduled</i>);- Consent agenda;- Postponed reports (<i>includes related/supplemental reports</i>);- Items from Officers, Administration and Committees;-- Officer of Council reports,--Administration reports, and--Committee reports;- Items directly to Council;--Bylaw tabulations, and--Miscellaneous business,- Urgent business;- Confidential items;--Consent agenda--Items from Officers, Administration and Committees, and--Urgent business;- Administrative Inquiries; and- Adjournment	<p>Section 48 is deleted and replaced with the following:</p> <p>"48. Council – Regular meetings</p> <ul style="list-style-type: none">• Call to order;• Opening remarks;• Recognitions;• Question period;• Confirmation of agenda;• Confirmation of minutes;• Consent agenda;o Deferrals and Procedural requests;• Postponed reports (includes related/supplemental reports);• Items from Officers, Administration and Committees;o Officer of Council reports,o Administration reports, ando Committee reports;• Items directly to Council;o Notice(s) of Motiono Bylaw tabulations, ando Miscellaneous business,• Urgent business;	<p>Direction - Align with new Recognitions Policy; meeting efficiency; consistency; clean-up</p> <p>Outcomes - Moved Presentations up in the order, immediately following opening remarks (and edited to remove recognition); Added Notice of Motion to "Items directly to Council";</p> <p>Deferral and Procedural requests added as a sub-section under Consent Agenda - they will be included as an agenda title only (no report required).</p>
48	B - Order of Business			
			<ul style="list-style-type: none">• Confidential items;o Items from Officers, Administration and Committees, ando Consent agenda,o Urgent business;• Administrative Inquiries; and• Adjournment	

49	B- Order of Business	<p>49. <i>Council - Combined meetings (Regular)</i></p> <ul style="list-style-type: none">• Call to order;• Opening remarks;• Question period;• Confirmation of agenda;• Confirmation of minutes;• Presentations/recognitions (note time if scheduled);• Consent agenda (Omnibus Motion); <p>Begin Public Hearing Portion</p> <ul style="list-style-type: none">• Planning matters for public hearing;o Calgary Planning Commission Reports, ando Other reports and postponements for public hearing (including non-statutory);• Planning matters not requiring public hearing;o Calgary Planning Commission reports,o Other reports and postponements not requiring public hearing, ando Bylaw tabulations (related to planning matters);	<p>Section 49 is deleted and replaced with the following:</p> <p>49. <i>Council - Combined meetings</i></p> <ul style="list-style-type: none">• Call to order;• Opening remarks;• Recognitions;• Question period;• Confirmation of agenda;• Confirmation of minutes;• Consent agenda (<i>Omnibus Motion</i>);o Deferrals and Procedural requests; <p>Begin Public Hearing Portion</p> <ul style="list-style-type: none">• Planning matters for public hearing;o Calgary Planning Commission Reports, ando Other reports and postponements for public hearing (including non-statutory);• Planning matters not requiring public hearing;o Calgary Planning Commission reports,o Other reports and postponements not requiring public hearing, ando Bylaw tabulations (related to planning matters);	<p>Direction - Align with new Recognitions Policy; meeting efficiency; consistency; clean-up Outcomes - Moved Presentations up in the order, immediately following opening remarks (and edited to remove recognition); Added Deferral and Procedural requests under Consent Agenda; Added Notice of Motion to "Items directly to Council"</p>
PFC2019-0231 Attachment 3 SC: UNRESTRICTED		<p>Begin Regular Portion</p> <ul style="list-style-type: none">• Postponed reports (includes related/supplemental reports);• Items from Officers, Administration and Committees;o Consent agenda items selected for debate,o Officer of Council reports,o Administration reports, ando Committee reports;• Items directly to Council;o Notice(s) of Motiono Bylaw tabulations, ando Miscellaneous business;• Urgent business;• Confidential items;o Consent agenda items selected for debate,o Items from Officers, Administration and Committees, ando Urgent business;• Administrative Inquiries; and• Adjournment	<p><i>Begin Regular Portion</i></p> <ul style="list-style-type: none">• Postponed reports (<i>includes related/supplemental reports</i>) ;• Items from Officers, Administration and Committees;o Consent agenda items selected for debate,o Officer of Council reports,o Administration reports, ando Committee reports;• Items directly to Council;o Notice(s) of Motiono Bylaw tabulations, ando Miscellaneous business;• Urgent business;• Confidential items;o Consent agenda items selected for debate,o Items from Officers, Administration and Committees, ando Urgent business;• Administrative Inquiries; and• Adjournment."	

50	Order of Business	<p>50. Council – Public Hearing meetings (Regular)</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Consent agenda; • Planning matters for public hearing; o Calgary Planning Commission reports, and o Other reports and postponements for public hearing (including non-statutory); • Planning matters not requiring public hearing; o Calgary Planning Commission reports, o Other reports and postponements not requiring public hearing, and o Bylaw tabulations (related to planning matters); • Urgent business; and • Adjournment. 	<p>Section 50 is deleted and replaced with the following: “50. Council – Public Hearing meetings</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Question Period • Confirmation of agenda; o Deferral and Procedural requests; • Consent agenda (including Council calendar); • Planning matters for public hearing; o Calgary Planning Commission reports, and o Other reports and postponements for public hearing (including non-statutory); • Planning matters not requiring public hearing; o Calgary Planning Commission reports, o Other reports and postponements not requiring public hearing, and o Bylaw tabulations (related to planning matters); • Items directly to Council; o Notice(s) of Motion • Urgent business; and • Adjournment.” 	<p>Direction - Meeting efficiency; consistency; clean-up Outcomes - Added Deferral and Procedural requests under Consent Agenda; Added Notice of Motion to "Items directly to Council "Added "Question Period" following opening remarks; Added "Items directly to Council; " and "Notice(s) of Motion" prior to Urgent business.</p>
51	Order of Business	<p>51. Council – Special meetings</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Unfinished business (if called for that purpose); • Postponed reports (includes related/supplemental reports); • Items from Officers, Administration and Committees; • Confidential items; and • Adjournment. 	<p>Section 51 is deleted and replaced with the following:</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Items from Officers, Administration and Committees; • Confidential items; • Adjournment. 	<p>Direction - consistency, accuracy. A simpler order of business for Special Meetings. There is a higher test for adding additional items that were not advertised to a special meeting agenda, as the purpose of special meetings is to consider specific time sensitive items outside of regularly scheduled meetings</p>

52	Order of Business	<p>52. Council Committee – Regular meetings</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Confirmation of minutes; • Consent agenda (SPCs only); • Postponed reports (includes related/supplemental reports); • Items from Officers, Administration and Committees; • Items directly to Committee; o Referred reports, and o Notice(s) of motion; • Urgent business; • Confidential items o Items from Officers, Administration and Committees, and o Urgent business; and • Adjournment 	<p>Section 52 is deleted and replaced with the following:</p> <p>52. Council Committee – Regular meetings</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Confirmation of minutes; • Consent agenda; • Postponed reports/Deferred and Procedural items (includes related/supplemental reports); • Items from Officers, Administration and Committees; • Items directly to Committee; o Referred reports, and o Notice(s) of motion; • Urgent business; • Confidential items o Items from Officers, Administration and Committees, and o Urgent business; and • Adjournment 	<p>Direction - Meeting efficiency; consistency; clean-up</p> <p>Outcomes - Added Deferral and Procedural requests under Consent Agenda;</p> <p>Removed the "SPCs only" caveat from Consent Agenda</p>
53	Order of Business	<p>53. Council Committee – Special meetings</p> <ul style="list-style-type: none"> • Call to order; • Opening remarks; • Confirmation of agenda; • Unfinished business (if called for that purpose); • Postponed reports (includes related/supplemental reports); • Items from Officers, Administration and Committees; • Confidential items; and • Adjournment. 	<p>Section 53 is deleted</p>	<p>Direction - accuracy</p> <p>Delete, as this meeting type is not used.</p>

60	Question Period	60. Administration must respond to questions asked during question period verbally at the meeting	Section 60 is deleted and replaced with the following: “60. (1) Administration must respond to questions asked during question period verbally at the meeting. (2) Despite subsection (1), where Administration is unable to respond to a question during question period, the question will be treated as an Administrative Inquiry and will follow the process set out in section 75.”	Direction - clarity Outcomes - To increase clarity about what happens when questions cannot be answered during Question Period
62	Question Period	62. (1) Question period is limited to: (a) a maximum of three questions per meeting; and (b) a maximum of 15 minutes per meeting. Where a question has been asked prior to the expiry of the fifteen minutes, that matter may be concluded. (2) Despite section 62 (1) (b), where a question has been asked prior to the expiry of the fifteen minutes, that matter may be concluded.	Subsection 62(2) is deleted	Direction - accuracy Outcome - 62(2) is a repeat of 62(1)(b), remove duplication

67	Recognitions and Presentations Made During Council meetings	<p>67. (1) Annually occurring recognitions and presentations may be added to the agenda of a Regular or Combined meeting of Council by the City Clerk.</p> <p>(2) Recognitions and presentations which are not annual may be added to the agenda of a Regular or Combined meeting of Council, if approved through PFC.</p> <p>(3) Presentations and recognitions may be firmly scheduled for a specific time of the day, regardless of their placement within the order of business, if approved through PFC. The time which the presentation or recognition was scheduled for must be noted on the agenda, 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 item.</p>	<p>Section 67 is deleted and replaced with the following:</p> <p>“67. (1) Recognitions may be added to the agenda 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, regardless of their placement within the order of business, subject to Council’s approval of the agenda. The time which the recognition is scheduled must be noted on the agenda 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>Direction - To align the Procedure Bylaw with the Recognitions Policy (CP2018-02). The term "presentations" has been removed for clarity - there is no discernable difference between a recognition and a presentation in this instance.</p>
----	---	--	---	---

69	Consent Agenda	<p>69. (1) A Council consent agenda must not include proposed bylaws. [MGA, s. 187(1)]</p> <p>(2) A Council consent agenda must include reports from Administration and reports directly to Council, whose only recommendation is that “Council receive for information”.</p> <p>(3) A Council consent agenda may also include:</p> <p>(a) reports where all the report recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous; or</p> <p>(b) confidential reports where all recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous. The omnibus motion for a consent agenda containing confidential reports may be adopted prior to moving into a closed meeting.</p>	<p>Section 69 is deleted and replaced with the following: “69. (1) A Council consent agenda must not include proposed bylaws. [MGA, s. 187(1)]</p> <p>(2) A Council consent agenda must include reports from Administration and reports directly to Council, whose only recommendation is that “Council receive for information.”</p> <p>(3) A Council consent agenda may also include:</p> <p>(a) reports where all the report recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous;</p> <p>(b) confidential reports where all recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous. The omnibus motion for a consent agenda containing confidential reports may be adopted prior to moving into a closed meeting;</p>	<p>Direction - Agenda Efficiencies Outcomes - Improve meeting efficiency by adding clarity around the consent agenda, and how deferral reports are processed. Adding procedural items allows the Clerk a dedicated space for notice, and approval of non-contentious procedural items, including changes to the Council Calendar.</p>
----	----------------	--	---	---

			<p>(c) deferral requests; and</p> <p>(d) procedural requests.</p> <p>(4) For the purposes of subsection (3):</p> <p>(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:</p> <p>(i) a written report is not required; and</p> <p>(ii) the request for deferral must be included in the item title, and must specific the month in which the item will be brought before Council;</p> <p>and</p> <p>(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:</p> <p>(i) a written report is not required; and</p> <p>(ii) the nature of the request must be included in the item title.</p>	
77	Flow of Agenda Items	77(c) questions of clarification from <i>Members</i> to <i>Administration</i> (three minutes per <i>Member</i> , not including responses from <i>Administration</i>).	<p>Subsection 77(c) is deleted and replaced with the following:</p> <p>“(c) questions of clarification from Members to Administration. At Council meetings, questions of clarification are limited to three minutes for each Member, not including responses from Administration. There is no limit for questions of clarification at Council Committee meetings.”</p>	<p>Direction - Council feedback,</p> <p>Outcome - Allow more questions at committee - for more thorough discussion to happen at the Committee level.</p>

82	Closed Meetings	82. Before holding a closed meeting, Council or a Council Committee must adopt a motion in a public meeting, and the motion must include: (a) the title or general subject of the item(s) to be discussed; and (b) a listing of the specific sections under Part 1, Division 2 of the FOIP Act, which provides the legislative authority to discuss the matters in a closed meeting.	“(a) the title of each item to be discussed; and”	Direction - Transparency Practices - Reporting and Closed Meetings C2018-0692 Outcome - For increased clarity to align with the MGA- each specific item must be approved.
82	Closed Meetings		Section 82 is deleted and replaced with the following: “82. (1) Before holding a Closed Meeting, Council or a Council Committee must, in a meeting held in public, adopt a motion to go into a Closed Meeting, and the motion must include: (a) the title of each item to be discussed; and (b) the listing of specific sections under Part 1, Division 2 of the FOIP Act which provides the legislative authority to discuss the matters in a Closed Meeting. (2) Council or a Council Committee, prior to going into a closed meeting, may by resolution authorize members of Administration, or other persons, to attend specific items that will be discussed at the closed meeting. (a) proposed participants are to be submitted to the City Clerk prior to the meeting. (3) For all confidential items, Administration must recommend a date by which the item should be:	Direction - Transparency Practices - Reporting and Closed Meetings C2018-0692 Outcomes - This change ensures compliance with the MGA, and supports increasing transparency of Council. A list of attendees (administration or external) must be provided to the clerks at the same time as the report, using the "Closed Meeting Template." Outlines the review and release date process for confidential items.

			<p>(a) released publicly; or</p> <p>(b) reviewed for consideration of public release.</p> <p>(4) For confidential items which Council has directed be released by a specific date, the City Clerk shall:</p> <p>(a) post the title of the item and the release date on The City’s website; and</p> <p>(b) post the item to The City’s website on the date Council specified.</p> <p>(5) For confidential items which Council has directed be reviewed by a specific date:</p> <p>(a) the City Clerk shall post the title of the item and the review date on The City’s website; and</p> <p>(b) forward the item to the General Manager of the responsible department no later than 30 days prior to the date specified by Council;</p> <p>(c) the General Manager of the responsible department shall either:</p> <p>(i) direct that the item be posted to The City’s website on the date specified by Council; or</p> <p>(ii) set a new date for the item to be reviewed.</p>	
			<p>6) For confidential items which a General Manager has set a new review date pursuant to subsection (5)(b)(ii):</p> <p>(a) the City Clerk shall post the revised review date on The City’s website; and</p> <p>(b) the procedure set out in subsection (5) will be followed for the revised review date.</p> <p>(7) Where Council has directed that a confidential item be released or reviewed by a specific date, Council may subsequently change that date and such a change does not require a reconsideration.”</p>	

86	Public Hearing Procedures		<p>The following is added after subsection 86(4) as subsection 86(5):</p> <p>“(5) To facilitate the efficiency of a public hearing, the Chair, in consultation with the City Clerk, may direct that multiple speakers make their submissions in a single panel.</p> <p>(a) Each speaker in the panel will be permitted to speak for five minutes, and Council will not ask questions until the entire panel has made their submissions, at which time each Member will have five minutes to ask questions of the entire panel.”</p>	<p>Direction - Opportunities for Future Improvement from PFC2017-0433 "investigating methods and strategies to streamline public hearing processes", meeting efficiency</p> <p>Outcome- Enshrining the process in the bylaw for improved clarity and direction. Generally, panels will be created with approximately 5 speakers.</p>
106	Reports for Information Only	106. If the recommendation in a report is to "receive for information", no vote is necessary unless a Member moves a main motion in its place.	<p>Section 106 is deleted and replaced with the following:</p> <p>“Reports for Information Only</p> <p>106. (1) If the recommendation in a report is to "receive for information":</p> <p>(a) the report must be placed on the Consent Agenda of the appropriate Council Committee;</p> <p>(b) no motion or resolution is necessary to address the report; and</p> <p>(c) the report must not be forwarded to Council.</p> <p>(2) Despite subsection (1)(c), a Council Committee may, on a motion, direct that the report be forwarded to Council. Such report must be placed on the Consent Agenda of Council.”</p>	<p>Direction - Opportunities for Future Improvement from PFC2017-0433 "further options for diverting 'For Information Only' reports from Council meetings could be considered.</p> <p>Outcome - more structure and clarity about placing reports For Information Only on the consent agenda, and that these reports must stay at Committee unless they are pulled from the consent agenda, and on a motion, are directed to be forwarded to Council.</p>

119	Voting Style	<p>119. (1) Voting at Council and Council Committee meetings shall be by voice.</p> <p>(2) If three or more Members indicate their opposition to a motion during a voice vote, a roll call vote must be taken.</p> <p>(3) Despite subsection (2), a Member may request a roll call vote at any time prior to commencing the vote.</p> <p>(4) Despite subsection (2), at Council meetings only, a member may request a recorded vote at any time prior to commencing the vote. Recorded votes are not permitted at Council Committees.</p>	<p>Section 119 is deleted and replaced with the following:</p> <p>“Voting Style</p> <p>119. (1) Voting at Council and Committee meetings shall be by Recorded Vote, using an electronic voting system.</p> <p>(2) When all votes have been placed, the tally shall be displayed in the meeting room; however, a vote is not final until the Chair announces the result of the vote.</p> <p>(3) If the electronic voting system is not available, voting shall be by voice.</p> <p>(4) Despite subsection (3), if three or more Members indicate their opposition to a motion during a voice vote, a Roll Call Vote must be taken.</p> <p>(5) At any time prior to commencing a vote by voice, a Member may request a Roll Call Vote or a Recorded Vote.”</p>	<p>Direction - Opportunities for Future Improvement from PFC2017-0433 "amendments to establish electronic voting could be proposed"; Notice of Motion C2018-0692 "Electronic Voting as a means to assist in providing the results of votes to the City's Open Data catalogue."</p> <p>Outcome - Electronic Voting would be operational after the October 2019 organizational meeting. This will allow time to ensure all Council and Committee members have access to the software, and are comfortable using it.</p>
B.4	APPENDIX B - ROLE OF COUNCIL COMMITTEES	<p>B.4 The mandate of the Gas, Power, and Telecommunications Committee is to monitor and participate as necessary in regulatory proceedings only to protect the interests of <i>The City</i> in its role of municipal government.</p>	<p>Item B.4 is deleted and replaced with the following:</p> <p>"B.4 The mandate of the Gas, Power, and Telecommunications Committee is to monitor and participate as necessary in regulatory proceedings only to protect the interests of the City of Calgary. To provide oversight in the fields of telecommunications regulation and City Rights-of-Way agreements and bylaws."</p>	<p>Update the Mandate of the Gas, Power & Telecommunications Committee</p>
	APPENDIX E - REMOTE PARTICIPATION		<p>The following is added after Appendix D as Appendix E "APPENDIX E - REMOTE PARTICIPATION AT MEETINGS"</p>	