

**PROCEDURE BYLAW 35M2017**

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BYLAW NUMBER 35M2017

**BEING A BYLAW OF THE CITY OF CALGARY  
TO REGULATE MEETINGS  
OF COUNCIL AND ITS COMMITTEES**

\*\*\*\*\*

(Amended by 42M2018, 24M2019, 15M2020, 18M2020, 32M2021, 36M2021, 55M2021, 76M2021, 28M2022, 45M2022, 57M2022, 2M2023, 20M2023, 45M2023, 46M2023, 12M2024, 19M2024, 35M2024)

**WHEREAS** it is necessary to establish rules and provisions to regulate the conduct of business in *Council* meetings and to establish *Council Committees*;

**AND WHEREAS** in accordance with Section 145 of the *Municipal Government Act*, *Council* may pass bylaws in relation to the procedure and conduct of *Council*, *Council Committees* and other bodies established by *Council*;

**NOW, THEREFORE**, the *Council* of The City of Calgary enacts as follows:

**PART 1 - INTERPRETATION**

**Short Title**

- 1. This Bylaw may be referred to as the "Procedure Bylaw".

**Applicability**

- 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.
- 3. The Appendices to this Bylaw form part of the Bylaw.

**Authority**

- 4. (1) If neither the *Municipal Government Act* nor this Procedure Bylaw resolves a question about procedure, the most recently published edition of *Robert's Rules of Order Newly Revised* (RONR) is to apply, but only to the extent that RONR is applicable to the situation.  
(2) Where the relevance or applicability of RONR is disputed, the *Chair* must determine the issue, subject to an appeal by a *Member*.
- 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.

**Suspension of Rules**

- 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*.

- (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.

**Non-Suspendable Rules**

7. Provisions of this Bylaw which contain a reference in square brackets, for example: [MGA, s. 12], originate in the Municipal Government Act or other governing legislation and these provisions may not be altered or suspended.

**PART 2 - ORGANIZATION OF COUNCIL AND ESTABLISHMENT OF COMMITTEES**

**A – Council**

**Presiding at Council**

8. The *Mayor*, when present, presides as *Chair* over all meetings of *Council*.  
[MGA, s. 154(1)(a)]

**Deputy Mayor and Deputy Mayor Roster**

9. (1) *Council*, at its Organizational meeting, shall adopt a roster of *Deputy Mayors* for the following year.  
(2) If the *Mayor* is absent from a meeting of *Council*, the *Deputy Mayor* assigned on the roster shall preside. If the assigned *Deputy Mayor* is also absent, the next *Deputy Mayor* in the adopted rotation shall preside, and so on.

**B – Committee Establishment**

**Standing Policy Committees (SPCs)**

10. By this Bylaw, *Council* establishes the following as SPCs:
  - (a) Infrastructure and Planning Committee, and
  - (b) Community Development Committee.

(55M2021, 2021 September 15)

**Standing Specialized Committees (SSCs)**

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.

(55M2021, 2021 September 15)  
(28M2022, 2022 September 14)  
(46M2023, 2023 September 12)

12. The Audit Committee, established by the *Audit Committee Bylaw*, is also designated by *Council* as an SSC.

**Election of Chair and Vice-Chair of Council Committees**

13. *Council Committee* membership, chairmanship and functions are described in Appendices A and B.

**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*.

**Actions of BCCs Not Binding**

15. No action of a *City BCC* is binding on *The City*, unless:
- (a) the power to take such action is expressly conferred on the *City BCC* by legislation, bylaw or resolution; or
  - (b) *Council* has adopted the motions recommended by the *City BCC*.

**PART 3 - MEETING SCHEDULING**

**(Dates, Times, & Notice)**

**A – Scheduling of Meetings**

**Council and Council Committee Meeting Scheduling by Council Calendar**

16. (1) Annually, *Council* will adopt a schedule of meetings for the subsequent year (a Council Calendar).  
(55M2021, 2021 September 15)
- (2) All *Members of Council* must be present at the meeting when a Council Calendar is adopted.  
[MGA, s. 193(1)]
- (3) Notice for meetings scheduled in a Council Calendar which has been adopted by *Council* need not be given.  
[MGA, s. 193(2)]

**Additions or Changes to Meetings Scheduled on the Council Calendar**

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.
- (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.

- (3) A scheduled meeting may be cancelled by the *Chair* in consultation with the *City Clerk*, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.
- (4) The *Mayor* may call a special meeting at any time in accordance with the *Municipal Government Act*.

[MGA, s. 194]  
(55M2021, 2021 September 15)

### **Sub-Committee Scheduling**

- 18. Each Sub-committee of a *Council Committee* may set its own meeting dates and times, with input from the *City Clerk*, to minimize conflict between meetings and to ensure proper notification of the public.

### **City BCC Scheduling**

- 19. Other *City BCCs* shall meet as soon as possible after the Organizational meeting of *Council* to set their annual meeting schedule, with input from the *City Clerk*, to minimize conflict between meetings and to ensure proper and timely notification of the public.

### **Location of Meetings**

- 20. (1) Meetings of *Council* must ordinarily be held in the Council Chamber in the Municipal Building.
- (2) Meetings of *Council Committees* and their sub-Committees must ordinarily be held in the Municipal Complex.
- (3) Despite subsections (1) and (2), *Council* may by resolution change the location of a *Council* meeting, with consideration to the following:
  - (a) the location cannot be outside the Calgary city limits; and
  - (b) the location must have public access, free from admission charge.

### **Use of Council Chambers**

- 21. The *City Clerk* and the *Mayor* may approve the use of Council Chamber for meetings other than meetings of *Council* or *Council Committees*.

### **B – Providing Notice of Meetings**

- 22. Except for meetings scheduled on the adopted Council Calendar, the *City Clerk* must notify *Members* 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 *Members* and updating *The City's* web site.

(55M2021, 2021 September 15)

### **Notice of Special Meetings**

- 23. DELETED BY 55M2021, 2021 SEPTEMBER 15.

## PART 4 – ROLES AND CONDUCT

### A – Chair

#### Role of the Chair

24. The *Chair* must:

- (a) maintain order and decorum in a manner which promotes fairness and forward progress;
- (b) keep a sequence of speakers and recognize *Members*, *Administration*, advisors or citizens to speak at the appropriate segments of the agenda;
- (c) make rulings on Points of Order or Questions of Privilege;
- (d) ensure that *Members* understand the motion before them;
- (e) subsequently call the vote;
- (f) perform such other leadership functions as may be required for the efficient and effective conduct of the meeting; and
- (g) at a *Closed Meeting*, ensure that only the matters that are approved to be discussed at the *Closed Meeting* are discussed.

(55M2021, 2021 September 15)

(24M2019, 2019 June 17)

#### Rights of the Chair

25. The *Chair*:

- (a) when present at a meeting, must vote only once on all items, unless required or permitted to abstain from voting.
- (b) is not required to vacate the *Chair* in order to join in the debate so long as the *Chair* participates on the same basis as all other *Members*; and
- (c) must vacate the chair in order to make a motion, and must remain out of the chair until the item, including any associated bylaw readings, has been concluded.

[MGA, s. 182, 183(1)]

#### Enforcement of Rules by the Chair

- 26. (1) The *Chair* must enforce the rules of this Bylaw. When the *Chair* interrupts a *Member* in order to enforce the rules, the *Member* must stop speaking and wait for the *Chair* to explain the reason for the interruption, and to cite the rule which has been breached.
- (2) After being called to order, a *Member* may appeal the ruling of the *Chair* in accordance with section D.3 (2).
- (3) If the *Chair's* ruling is upheld, and a *Member* persists in breaching the rules of this Bylaw, the *Chair* may call for a recess or, in extreme cases, invite a motion that the individual be removed either:

- (a) for the balance of the meeting;
  - (b) until a time stated in the motion; or
  - (c) until the *Member* makes an apology acceptable to the meeting for the unruly behavior.
- (4) If the motion to remove a *Member* in accordance with subsection (3) passes, the *Chair* must direct the *Member* to leave, and may request that a security officer enforce this order if required.

## **B – Members of Council and Council Committees**

### **Conduct of Members**

27. (1) In order to ensure a respectful meeting environment, *Members* must abide by all applicable administrative and *Council* policies related to conduct.
- (2) *Members* must keep their comments relevant to the issue at hand.
- (3) Questions by *Members* to other *Members*, to *Administration* or to members of the public, must be directed through the *Chair*. *Members* must abide by the *Chair*'s directions and rulings, except when a *Chair*'s ruling is appealed and reversed.

### **Participation by Members**

28. (1) A *Member* who wishes to speak or make a motion at a meeting shall do so only after being recognized by the *Chair*. Recognition must ordinarily be on a first-come-first-served basis.  
(55M2021, 2021 September 15)
- (2) A *Member* must not interrupt another person who was duly recognized to speak, except on a *Point of Order* (pointing to a violation of a specific rule) or a *Question of Privilege* (pointing to an issue that affects the comfort of *Members*, such as noises, uncomfortable room temperature, and other distractions).
- (3) When the voting process commences, *Members* must cease any distractions from the question until the vote is taken and declared.  
(55M2021, 2021 September 15)

### **Enforcement of Rules by Members**

29. All *Members* have the responsibility for ensuring that the rules of this Bylaw are adhered to. A *Member* may raise a *Point of Order* upon noticing a breach of *Council*'s rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.

### **Remote Participation**

- 29.1 A *Member* may on occasion participate in *Council* or *Council Committee* meetings remotely, in accordance with the procedures set out in Appendix F.

[MGA, s. 199(2)]  
(24M2019, 2019 June 17)  
(20M2023, 2023 April 25)

(12M2024, 2024 March 18)

**C – Members of the Public**

**Conduct of Members of the Public**

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:
- (55M2021, 2021 September 15)
- (a) DELETED BY 55M2021, 2021 SEPTEMBER 15.
  - (b) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful or intimidating to others.

**Participation by Members of the Public**

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]  
(20M2023, 2023 April 25)
- (2) When a *Standing Policy Committee* is considering proposed recommendations on matters contained in their agendas, the *SPC* must hear from members of the public who wish to speak to those matters, prior to debating the proposed recommendations.
  - (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.
  - (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”.
- (19M2024, 2024 April 09)
32. When making a submission to *Council* or to a *Council Committee*, a member of the public must:
- (a) speak only when called by the *Chair*;
- (55M2021, 2021 September 15)
- (b) abide by the rules of conduct in section 30 and abide by the *Chair’s* direction regarding participation;
  - (c) limit their comments to the matter contained in the report and the recommendations being discussed;
  - (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
  - (e) not engage in argument with *Members*.
33. Individuals may, with the consent of the *Chair*, provide presentation material, to be included in the *Corporate Record* for the meeting. Noting *Council’s* expectation of respectful meeting

proceedings, *Council* or a *City BCC* may move to exclude from the *Corporate Record* any written submission deemed to be offensive, whether or not the submission is deemed to be of legal concern.

34. A person who is not a *Member* or an *Officer of Council*, must not enter the *Floor of Council*, unless permitted or invited to do so by the *Chair*.
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.

[MGA, s. 198]

## **D – Administration**

### **Participation – Officers of Council**

36. (1) The *Chief Administrative Officer* and the *City Solicitor and General Counsel* must attend all meetings of *Council*.  
(45M2023, 2023 October 17)
- (2) The *City Clerk* must attend all meetings of *Council* and *Council Committees* in keeping with the *City Clerk's* duties as set out in the *City Clerk Bylaw*, and is the parliamentary advisor for meetings of *Council* and *Council Committees* for the purpose of providing procedural advice to the *Chair*. The *City Clerk* must:
- (a) inform the *Chair* when *Council's* or a *Council Committee's* discussion goes beyond the subject matter of the report or item before it; and
- (b) maintain any confidential items, reports or documents.  
(24M2019, 2019 June 17)

## **PART 5 – AGENDAS AND ORDER OF BUSINESS**

### **A – Agendas**

#### **Agenda Setting**

37. (1) The items on the agenda for a meeting of *Council* must be set by the *City Clerk* and the *Mayor* six calendar days prior to the meeting, unless the meeting was called with less notice than one week. In those cases, the agenda must be set as soon as possible after the notice of meeting is issued.
- (2) For *Regular* meetings of *Council* excluding *Public Hearing* meetings, the *Mayor* may defer *Officer of Council* reports, *Administration* reports and *Committee* reports (contained in the 'Items from Officers, Administration and Committees' agenda category), for a period of up to four weeks, or until the next meeting.
- (3) Despite subsection (2), if *Council* has directed by resolution that a report is to be provided to *Council* by a specific date, the *Mayor* must not defer such a report beyond the specified deferral date.
- (4) If a report is to be deferred in accordance with subsection (2), the *City Clerk* must be notified by the *Mayor* in writing of the deferral no later than 24 hours after the deadline

contained in section 42.

(5) DELETED BY 55M2021, 2021 SEPTEMBER 15.

38. DELETED BY 55M2021, 2021 SEPTEMBER 15.

39 (1) The items on the agenda for a meeting of a *Council Committee* must be set by the *City Clerk* and the *Chair* of the *Council Committee* as soon as possible after the agenda submission deadline set out in section 42.

(2) The *Chair* of the *Council Committee* may defer *Officer of Council* reports and *Administration* reports for a period of up to four weeks, or until the next meeting.

(3) Despite subsection (2), if *Council* or a *Council Committee* has directed by resolution that a report is to be provided to the *Council Committee* by a specific date, the *Chair* of the *Council Committee* must not defer such a report beyond the specified deferral date.

(4) If a report is to be deferred in accordance with subsection (2), the *City Clerk* must be notified by the *Chair* of the *Council Committee* in writing of the deferral no later than 24 hours after the deadline contained in section 42.”.

(2M2023, 2023 January 24)

40. DELETED BY 55M2021, 2021 SEPTEMBER 15.

41. Items placed on *Council* and *Council Committee* agendas must ordinarily follow the Order of Business as listed in sections 48 to 53.

### Agenda Submission Deadlines

42. (1) Submissions from *Members of Council*, *Administration*, *Council Committees* and *Officers of Council* for inclusion in a *Council* or *Council Committee* agenda 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 agenda of the respective body for which the submission deadline has not passed.

(55M2021, 2021 September 15)

(2) DELETED BY 55M2021, 2021 SEPTEMBER 15.

(3) When the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be the next business day.

[IA, s. 22(1)]

### Communications from Public

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*.

44. 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.
45. (1) Public hearing submissions and other communications from members of the public must:
- (a) clearly set out the matter at issue or the request;
  - (b) use respectful language; and
  - (c) contain the requestor's name and a method of contact.
- (2) A public hearing submission or communication received by the *City Clerk* which does not meet the conditions in subsection (1) may be withheld and the requestor notified, if notification is possible.

**Provision of Agendas**

46. The *City Clerk* must provide copies of *Council* and *Council Committee* agendas for each meeting as follows:
- (a) delivered electronically to *Members* and senior *Administration* as soon as possible after the deadline for submissions to the meeting.
  - (b) published on *The City's* website for the general public and media, at least 12 and no more than 24 hours after the agenda is delivered to the *Members*.  
(55M2021, 2021 September 15)
  - (c) DELETED BY 55M2021, 2021 SEPTEMBER 15.
47. The *City Clerk* is authorized to distribute confidential agenda materials to *Members* and senior *Administration* as appropriate. The *City Clerk* must consult with *Administration* and determine when a limited distribution is appropriate for select confidential items, such as for personnel matters, provided the limited distribution does not exclude *Members*.

**B – Order of Business**

**Standard Order of Business for Council and Council Committees**

48. *Council – Regular meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda;
  - Deferrals and Procedural requests,
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
  - Consent agenda items selected for debate;
  - 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,
  - Urgent business;
- Administrative Inquiries;
- Briefings; and
- Adjournment.

(24M2019, 2019 June 17)  
 (55M2021, 2021 September 15)  
 (20M2023, 2023 April 25)

49. *Council - Combined meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda;
  - Deferrals and Procedural requests;
- Begin Public Hearing Portion*
- Planning matters for public hearing;
  - Calgary Planning Commission Reports, and
  - Other reports and postponements for public hearing (including non-statutory);
- Planning matters not requiring public hearing;
  - Calgary Planning Commission reports,
  - Other reports and postponements not requiring public hearing, and
  - Bylaw tabulations (related to planning matters);

*Begin Regular Portion*

- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
  - Consent agenda items selected for debate,
  - 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 selected for debate,
  - Items from Officers, Administration and Committees, and
  - Urgent business;
- Administrative Inquiries;
- Briefings;
- Adjournment.

(42M2018, 2018 October 29)  
 (24M2019, 2019 June 17)  
 (55M2021, 2021 September 15)

50. *Council – Public Hearing meetings*

- Call to order;
- Opening remarks;
- Recognitions
- Question period;
- Confirmation of agenda;
- Consent agenda (*Omnibus Motion*)
  - Deferrals and Procedural requests;
- Planning matters for public hearing;
  - Postponed reports requiring a public hearing (*includes related/supplemental reports*),
  - Calgary Planning Commission reports, and
  - Other reports for public hearing (including non-statutory),
- Planning matters not requiring public hearing;
  - Postponed reports not requiring a public hearing (*includes related/supplemental reports*), and
  - Consent agenda items selected for debate;
  - Calgary Planning Commission reports;
  - Bylaw tabulations (related to planning matters);
- Non-planning items going directly to *Council*;
- Urgent business;
- Briefings;
- Adjournment.

(24M2019, 2019 June 17)  
 (55M2021, 2021 September 15)  
 (20M2023, 2023 April 25)

51. *Council – Special meetings*

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Items from Officers, Administration and Committees;
- Confidential items;
- Briefings;
- Adjournment.

(24M2019, 2019 June 17)  
 (55M2021, 2021 September 15)

51.1 *Council – Strategic meetings*

- Call to order;
- Opening remarks;
- Question period;
- Confirmation of agenda;
- Items from Officers, Administration and Committees;
- Confidential items;
- Briefings;
- Adjournment.

(24M2019, 2019 June 17)  
 (55M2021, 2021 September 15)

52. *Council Committee – Regular meetings*

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda;
  - Deferrals and Procedural requests;
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
  - Consent agenda items selected for debate,
  - Office of Council reports,
  - Administration reports, and
  - Committee reports;
- Items related directly to Committee;
- Referred reports,
- *Notice(s) of Motion*;
- Urgent business;
- Confidential items;
  - Items from Officers, Administration and Committees, and

53. DELETED BY 24M2019, 2019 JUNE 17

- Urgent business;
- Briefings; and
- Adjournment.

(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

### Call to Order With Quorum

54. At the time set for the start of the meeting, if a *quorum* is present, the *Chair* must call the meeting to order.

### Meeting Does Not Achieve Quorum

55. (1) If a *Council* or *Council Committee* meeting does not achieve a *quorum* 15 minutes after the time set for the start of the meeting, the *City Clerk* must record the names of the *Members* present and the meeting shall be adjourned.
- (2) Despite subsection (1), if the *Chair* deems that an emergency circumstance or the activation of the Emergency Operations Centre could prevent *quorum* from being achieved within 15 minutes after the time set for the start of the meeting, the *Chair* may, in consultation with the *City Clerk*, recess the meeting to the call of the *Chair*.
- (3) If the *Chair* recesses the meeting pursuant to subsection (2):
- (a) the *City Clerk* must notify all members of *Council* of the recess using electronic communication;
  - (b) the *City Clerk* must notify the public of the recess;
  - (c) the *City Clerk* must notify the public 15 minutes prior to meeting commencing.

(42M2018, 2018 October 29)

### Loss of Quorum During a Meeting

56. A *Council* or *Council Committee* meeting in progress loses *quorum* and is deemed to be adjourned when:
- (a) following a recess, a *quorum* is not assembled within 5 minutes following the stated end of such recess; or
  - (b) while in session, the number of *Members* is reduced to less than the number required for *quorum*.

### Unfinished Business

57. Unfinished Business which was not concluded when a meeting did not achieve quorum, or when quorum was lost, is forwarded as follows:
- (a) to the next appropriate meeting of *Council* or *Council Committee*, as determined by the *City Clerk*;
  - (b) to a *Special* meeting of the body, called to dispose of the Unfinished Business.

(55M2021, 2021 September 15)

**Pecuniary Interest**

58. A *Member* who has a pecuniary interest in a matter before *Council* or a *Council Committee* must:
- (a) disclose the general nature of the pecuniary interest; and
  - (b) leave the meeting before debate if required and return after the vote is declared.
- [MGA, s. 172(1)]

**Question Period**

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.
- (2) The *Councillor* must advise the *Mayor* and *Administration* of the question in advance of the meeting whenever possible.
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.
- (24M2019, 2019 June 17)
61. A question asked during *question period* must not introduce a motion for consideration.
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) DELETED BY 24M2019, 2019 JUNE 17
63. The name of the *Councillor* asking the question and the topic of the question must be noted in the minutes of the meeting.

**Confirming the Agenda Order / Changes to a Published Agenda**

64. (1) Once a *Council* or a *Council Committee* agenda is set or otherwise published, it is the property of the voting body. Changes or deletions from the published agenda may only be considered at the meeting.
- (2) The agenda and any amendments to it must be confirmed by a *majority vote* at the start of meetings of *Council* and *Council Committees*.

**Addition of Urgent Business to an Agenda**

65. (1) A *Member* may make a motion to add *urgent business* to a *Council* or *Council Committee* meeting agenda.

- (2) Adding a matter as *urgent business* to a published agenda, without notice to the public, must be kept to a minimum, noting *Council's* preference to be as transparent and as accountable as possible.
- (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.
- (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*.
- (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.

66. DELETED BY 55M2021, 2021 SEPTEMBER 15.

**Recognitions Made During Council Meetings**

(55M2021, 2021 September 15)

- 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.
- (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 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.

(24M2019, 2019 June 17)

**Consent Agenda**

68. A *consent agenda* is moved and voted upon without debate in an *omnibus motion*, regardless of the number of reports included.

- 69. (1) A *Council consent agenda* must not include proposed bylaws.

[MGA, s. 187(1)]

- (2) DELETED BY 55M2021, 2021 SEPTEMBER 15.

- (3) A *Council consent agenda* may include:

- (a) reports where all the report recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous;
- (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*;
- (c) deferral requests; and

(d) procedural requests.

(55M2021, 2021 September 15)

(4) For the purposes of subsection (3):

(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:

(i) a written report is not required; and

(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

(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:

(i) a written report is not required; and

(ii) the nature of the request must be included in the item title.

(24M2019, 2019 June 17)

70. A *Council Committee consent agenda* may include:

(a) reports that will not be forwarded to *Council*; or

(b) reports which are part of a process of regular periodic reporting.

(55M2021, 2021 September 15)

71. As SPCs are required to hear from members of the public wishing to speak to agenda items, the *Chair* must call for any speakers on items contained in the *consent agenda*, prior to calling the vote on the *omnibus motion*.

### Removal From Consent Agenda

72. (1) A *Member* may select one or more reports from a *consent agenda* for debate. Such requests must be made before the *Chair* calls the *omnibus motion*.

(2) Where a *Member* has selected a report from the *consent agenda* 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 agenda immediately following the *Consent Agenda Omnibus Motion*.

(20M2023, 2023 April 25)

73. Reports in a *consent agenda* which have been selected for debate will be excluded from the *omnibus motion* and will be addressed individually, as follows:

(a) public reports will be dealt with in the 'Items from Officers, Administration and Committees' agenda category; and

- (b) confidential reports will be dealt with in the 'Confidential Items' agenda category (the Closed portion of the meeting).

**Administrative Inquiries**

- 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.
- (2) The *City Clerk* must display the *Administrative Inquiry* to *Members* and those seated in the Council Chamber prior to adjournment of the meeting.

**Responses to Administrative Inquiries**

- 75. (1) *Administration* must respond to an *Administrative Inquiry* by submitting a written response to the *City Clerk* for inclusion on a future *Council* meeting agenda for which the submission deadline has not passed.
- (2) The response from *Administration* is not debatable.
- (3) Despite subsection (1), if *Administration* determines that responding to an *Administrative Inquiry* would require funding beyond \$2000, *Administration* must provide such a statement to the *City Clerk* for inclusion in a future agenda of *Council* for which the submission deadline has not passed.
- (4) Upon receiving a statement from *Administration* conforming to subsection (3), *Council* may:
  - (a) direct *Administration* to proceed with the investigation necessary to answer the *Administrative Inquiry* and provide for the payment of the costs; or
  - (b) instruct *Administration* to abandon the *Administrative Inquiry*.

**Excuse for Absence**

- 76. (1) A motion to excuse one or more *Members* of *Council*, absent for the whole of a *Council* meeting, is discretionary, and may be adopted prior to adjournment by a *majority vote*.
- (2) A *Member* of *Council* who is absent by reason of other Council business at the direction of *Council* is not considered to be absent.

[MGA, s. 174(3)]

**Flow of Agenda Items**

- 77. The flow of each *Council* and *Council Committee* agenda item is ordinarily:
  - (a) *Administration* introduction of the item, if required;
  - (b) submissions from the public, if applicable;
  - (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;

(24M2019, 2019 June 17)

- (d) a motion being put on the floor;
- (e) debate (once per *Member*);
- (f) mover responds to questions raised in debate; and
- (g) vote.

### Standard Recess Times

78. Meetings must recess without a motion being required for the periods stipulated below, which can be modified by *general consent* or by a *majority vote* when desired:

- (1) *Council* meeting recesses:
  - (a) for seventy-five minutes at 12:00 noon;
  - (b) for thirty minutes at 3:15 p.m.; and
  - (c) for seventy-five minutes at 6:00 p.m.
- (2) *Council Committee* recesses:
  - (a) for sixty minutes at 12:00 noon;
  - (b) for thirty minutes at 3:15 p.m.; and
  - (c) for sixty minutes at 6:00 p.m.

### Fix the Time to Which to Adjourn

79. If still in session, all meetings of *Council* and *Council Committees* must recess at 9:30 p.m. whether or not the order of business is complete.

### C – Closed Meetings

- 80. All meetings of *Council* and *Council Committees* must be held in public, though a portion of a meeting may be closed to the public.

[MGA, s. 197 and 198]
- 81. The only matters to be considered in *Closed Meetings* are matters pertaining to one of the exceptions to disclosure in Part 1, Division 2 of the *FOIP Act*.

[MGA, s. 197(2)]
- 82. 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 section(s) under Part 1, Division 2 of the *FOIP Act* which

provides the legislative authority to discuss the item(s) in a *Closed Meeting*.

[MGA, s. 197(4)]  
(24M2019, 2019 June 17)

83. (1) Members of *Administration*, as deemed necessary by the *Chief Administrative Officer*, may attend a *Closed Meeting* of *Council* or of a *Council Committee* unless *Council* or the *Council Committee* directs otherwise.  
(57M2022, 2022 December 20)  
(45M2023, 2023 October 17)
- (2) *Council* or a *Council Committee*, prior to going into a *Closed Meeting*, may by resolution authorize persons, other than members of *Administration* who are authorized to attend pursuant to subsection (1), to attend specific items that will be discussed at the *Closed Meeting*. The names of the proposed participants must be submitted to the *City Clerk* prior to the meeting.  
(2M2023, 2023 January 24)
- (3) *Council* or a *Council Committee* when holding a *Closed Meeting* may at any time direct that a person, other than a *Member*, leave the *Closed Meeting*.  
[MGA, s. 197(6)]  
(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

- 83.1 (1) For all confidential items, *Administration* must recommend a date by which the item should be reviewed for consideration of public release.
- (2) DELETED BY 55M2021, 2021 SEPTEMBER 15.
- (3) DELETED BY 55M2021, 2021 SEPTEMBER 15.
- (4) Where *Council* has directed that a confidential item be reviewed by a specific date, *Council* may subsequently change that date and such a change does not require a reconsideration.  
(24M2019, 2019 June 17)

84. (1) The rules of *Council* and *Council Committees* apply to *closed meetings*.
- (2) Despite subsection (1), *Council* or a *Council Committee* must not vote in a *Closed Meeting* except on a resolution to recess or to revert to a meeting held in public.  
[MGA, s. 197(3)]
- (3) Despite section 77(c), there are no limits on the length of a *Member's* questions or discussion at a *Closed Meeting*.  
(24M2019, 2019 June 17)

#### **D – Public Hearing Procedures**

85. In rendering certain decisions related to land and planning and as required by the *Municipal Government Act*, *Council* must hear and consider the submissions of members of the public, including affected landowners.
86. (1) Written submissions received from the public by the *City Clerk* in response to advertised

public hearing matters must be included in the published agenda materials.

- (2) Despite subsection (1), the *City Clerk* may exclude a submission from the agenda materials if, in consultation with the *City Solicitor and General Counsel*, such a submission:
  - (a) is deemed to constitute hate speech as defined by the *Criminal Code*; or
  - (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 *Human Rights Act*; or
  - (c) is deemed to be defamatory.
  
- (3) No written submissions to *Council* will be accepted by the *City Clerk* from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the *City Clerk* to *Council*. However, the individual or group may make a verbal presentation to *Council* at public hearings, which may include a written submission, with the permission of the *Chair*, as a component of the presentation.
  
- (4) In a public hearing, *Council*:
  - (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 *Council*; and  
[MGA, s. 216.4(4)(a)]
  - (b) may hear from another person(s) who wishes to make representations and whom *Council* wishes to hear; and  
[MGA, s. 216.4(4)(b)]
  - (c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation.  
(20M2023, 2023 April 25)
  
- (4.1) A person, group of persons or person representing them, who wish to address *Council* under subsection (4) above, may *participate remotely* provided that they pre-register with the *City Clerk's Office* 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 *City Clerk's Office* to facilitate *remote participation*.  
[MGA, s. 216.4 and s. 199(3)]  
(55M2021, 2021 September 15)  
(20M2023, 2023 April 25)
  
- (4.2) The *City Clerk's Office* will provide information related to meetings of *Council* and *Council Committees* to persons wishing to address *Council* under subsection (4.1) above by making it available electronically on the *City's* public website.  
[MGA, s. 216.4 and s. 199(3)]  
(20M2023, 2023 April 25)
  
- (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. 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 *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.

(19M2024, 2024 April 09)

- (6) Items of considerable interest may be scheduled for a specific time, at the discretion of the *Chair* in consultation with the *City Clerk*.

(24M2019, 2019 June 17)

87. *Council* must not ask questions of *Administration* until the public hearing on a matter has concluded.

88. Despite section 87, *Council* 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 reopened at the same meeting of *Council* or is scheduled for another specific meeting of *Council* in the future.

89. The vote on an item for which a public hearing has been held must comply with the following:

- (1) *Members* 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)]

- (2) *Members* 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)]

- (3) A *Councillor* 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.

### **Flow of Agenda Items – Public Hearings**

90. (1) The flow of each public hearing item must be the same as for *Council* and *Council Committee* meetings, except that members of the public will be called upon by the *Chair* in the following order:

- (a) the development proponent or applicant first, and  
(b) rotating the remaining registered speakers between those in favour, against and neither.

(19M2024, 2024 April 09)

- (2) The *Chair* may recall the proponent or applicant in order to allow *Council* 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.

### **E – Bylaws**

#### **Proposed Bylaws**

91. (1) Where a *Council Committee* has considered the text of a proposed bylaw and has recommended one or more amendments to it, the recommended amendments:

- (a) must not be incorporated into the proposed bylaw; and

- (b) must be forwarded to Council, as recommendations in the report, with the proposed bylaw for *Council's* consideration.
- (2) Subsection (1) does not apply to a proposed bylaw that is required to be advertised pursuant to the *MGA* or any other enactment.
- (3) Where a proposed bylaw is forwarded to *Council* for consideration, the *City Clerk* must:
  - (a) publish the bylaw number in the Council agenda; and
  - (b) forward the proposed bylaw with the agenda.

**Bylaw Readings**

- 92. (1) A bylaw is passed after it receives three readings and is signed.
- (2) For the purposes of subsection (1), a signature may be affixed to a bylaw by mechanical or electronic means.

[MGA, s.187, 189, 213(3) and (5)]  
(32M2021, 2021 June 01)
- 93. Before first reading, *Council* may debate the substance of the proposed bylaw
- 94. After first reading and before second reading is given, *Council* may propose and consider amendments to the bylaw.
- 95. When all amendments have been accepted or rejected, a vote on second reading of the bylaw as amended must be called.

**Authorization for Three Readings at One Meeting**

- 96. (1) A proposed bylaw must not be given more than two readings at the same meeting, except with the unanimous vote of all *Council Members* present at the meeting.

[MGA, s. 187(4)]
- (2) If a vote on authorization for third reading is not adopted unanimously, the *City Clerk* must place the proposed bylaw on the agenda of the next *Council* meeting for which the submission deadline has not passed, for third reading.

**No Readings or Failure of a Reading**

- 97. (1) If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded

[MGA, s. 188(b)]
- (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)].
- (3) If a proposed bylaw has not received any readings within two years from the date that it is first presented to *Council*, the proposed bylaw is deemed to have been abandoned.
- (4) Subject to the *Land Use Bylaw*, the defeat of a proposed bylaw will not preclude the

introduction of another proposed bylaw with similar terms and effect.

## PART 6 – MOTIONS IN MEETINGS

### A – Main Motions

98. A main motion may arise out of the following sources:
- (a) recommendations related to *Administration* reports (either directed by *Council*, or when *Administration* deems a report necessary to fulfill a duty or inform *Council*);
  - (b) recommendations related to reports from *Council Committees*;
  - (c) recommendations related to reports from *City BCCs*;
  - (d) recommendations related to reports from the City Auditor, Integrity Commissioner or Ethics Advisor;
  - (e) proposed resolutions related to a *Notice of Motion* from a *Member*, or  
(24M2019, 2019 June 17)
  - (f) proposed resolutions from a *Member* without notice.
99. (1) All efforts must be made to ensure that recommendations and proposed resolutions which come before *Council* or *Council Committees* are concise, unambiguous and do not compete with previously adopted direction.
- (2) Main motions must be provided to all *Members*, the public and *Administration* in writing as part of the meeting agenda, except motions from a *Member* without notice.
- (3) The input of *Administration* must always be incorporated into motions, so as to ensure that any legal, financial and operational impacts are professionally addressed.
100. (1) A motion will have no standing at a *Council* meeting, and no debate on it will commence until it is moved and seconded.
- (2) A motion will have no standing at a *City BCC* meeting, and no debate on it will commence until it is moved.
- (3) The mover cannot withdraw a motion except by *general consent* or by *majority vote*.
101. Upon consultation with the *City Clerk*, the *Chair* may rule that a motion is out of order if it violates the *MGA*, this Procedure Bylaw, or any other applicable legislation, rules or policies. When ruling that the motion is out of order, the *Chair* must cite the provision that would be violated by the motion.
102. A recommendation in a report may be moved and seconded as the main motion with an amendment included.
103. The *Chair* must repeat or clarify a motion before putting it to a vote, to ensure that the *Members* and the public fully understand what is being voted on.
104. When the *Chair* believes there has been sufficient debate, the *Chair* may seek to close debate

on a motion, in accordance with the subsidiary motions table contained in Appendix D.1.  
(55M2021, 2021 September 15)

**Friendly Amendment**

105. The *Member* making a motion, after debate on a main motion has begun, may, with *general consent*, make minor changes to the wording or agree to a minor change proposed by another *Member*.

**Briefings**

106. (1) A communication from *Administration*:

- (a) that does not seek any direction from *Council*;
- (b) from which no action will result; or
- (c) which is intended to highlight information of interest to *Council*;

shall be identified as a "Briefing".

(55M2021, 2021 September 15)

(2) For Briefings:

- (a) the Briefing will be placed at the end of the agenda;
- (b) the Briefing is not debatable; and
- (c) the Briefing must not be forwarded to *Council*.

(55M2021, 2021 September 15)

(3) Despite subsection (2)(c), a *Council Committee* may, on a motion, direct that the Briefing be forwarded to *Council*.

(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

**Debate on Motions**

107. No *Member* may debate twice on a motion, however the *Member* who moved the main motion may respond to questions raised during debate after all other *Members* have been given an opportunity to speak.

**Questions During Debate**

108. While *Administration* should provide their best professional judgment on issues, *Members* may not engage in debate with or ask argumentative questions of *Administration*.

**Length of Debate**

109. A *Member's* debate, including questions to *Administration*, but not *Administration's* responses, must not exceed:

- (a) five minutes on a main motion,

- (b) three minutes on an amendment, and
- (c) three minutes for the *Member* who moved the main motion to respond to questions raised during debate.

**B – Secondary Motions**

- 110. When a main motion has been made and is being considered, a *Member* 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.
- 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.
- 112. At a given time, only one amendment to the main motion and only one amendment to that amendment will be allowed.

**C – Notice of Motion**

- 113. (1) *A Member*, wishing to introduce a *Notice of Motion* for consideration, must provide the *Notice of Motion* electronically or by other means to the *City Clerk*.
- (2) The *City Clerk* must place the *Notice of Motion* on the next Executive Committee agenda for which the submission deadline has not passed.
- (3) Despite subsection 113(2), a *Notice of Motion* may be brought as *Urgent Business* to a *Council* meeting in accordance with section 65; however, such an item may only be added to the agenda by *Two-thirds vote*.

(24M2019, 2019 June 17)

**D – Motions Without Notice**

**Waive Notice of Motion**

- 114. When a *Member* introduces a motion at a *Council* meeting without notice, the motion must meet the conditions for adding an item of *urgent business*, as contained in section 65.

**Motions Arising Out of Main Motions**

- 115. (1) *A motion arising* is not in order at *City BCC* meetings.
- (2) *A motion arising* is in order at *Council* meetings, provided that the *Chair*, in consultation with *Administration*, determines that the required administrative effort to respond to the *motion arising* is inconsequential.
- (3) *A motion arising* which requires significant *Administration* resources, requires reconsideration of a motion adopted at an earlier meeting or requires professional, legal, or financial input must be submitted by *Notice of Motion*.

(24M2019, 2019 June 17)

**E – Reconsidering Motions**

116. (1) A motion which:

- (a) is the same or substantially the same as; or
- (b) raises an issue which was raised by;

a motion that was previously considered by *Council* or a *Council Committee* may be considered out of order by the *Chair*, in consultation with the *City Clerk*.

(2) Despite subsection (1), a *Member* may make motion described in subsection (1) if *Council* or a *Council Committee* votes for reconsideration of the original motion in accordance with the following:

Situation	Adopted Motion or Bylaw Reading	Defeated Motion
<p>Reconsider motion and original motion are <b><u>at the same meeting.</u></b></p> <p>Reconsider revisits the original motion in its entirety.</p>	<p>Step 1: Reconsideration may only be moved by a <i>Member</i> who <b>voted in favour</b> of the motion or bylaw reading.</p> <p>Step 2: If reconsideration is adopted (by <i>majority vote</i>), the original vote is canceled, and the motion or bylaw reading is once again before <i>Council</i> for debate.</p> <p><b>See Notes 1, 2 and 3 below.</b></p>	<p>Step 1: Reconsideration may only be moved by a <i>Member</i> who <b>voted against</b> the motion.</p> <p>Step 2: If reconsideration is adopted (by <i>majority vote</i>), the original vote is canceled, and the motion is once again before <i>Council</i> for debate.</p> <p><b>See Notes 1 and 3 below.</b></p>
<p>Reconsider motion is made at a <b><u>subsequent meeting</u></b> as the original vote.</p> <p>Reconsider may revisit all or a portion of the original motion.</p>	<p>Step 1: Reconsideration may be moved by any <i>Member</i>. The reconsideration must make clear whether the original motion is to be reconsidered in full or in part. The motion to reconsider-something-previously-adopted is debatable.</p> <p>Step 2: If full or partial reconsideration is adopted (by <i>two-thirds vote</i>), only the portion(s) of the motion reconsidered are again before <i>Council</i> for debate.</p> <p><b>See Note 2 below.</b></p>	<p>Regardless of how a <i>Member</i> voted on a defeated motion, that <i>Member</i> can bring back the motion under the procedures for introducing a <i>Notice of Motion</i> (see section 113).</p> <p>If the reconsideration is moved within 12 months of the original motion, a <i>two-thirds vote</i> is required.</p> <p>If the reconsideration is moved more than 12 months of the original motion, a <i>majority vote</i> is required.</p>
<p><b>Note 1:</b> A motion to reconsider is debatable only when the motion being reconsidered is debatable.</p> <p><b>Note 2:</b> An adopted motion may only be reconsidered if it has not been acted upon in a manner that is impossible to reverse or modify, and does not attempt to interfere with a contractual liability. The <i>Chair</i>, in consultation with <i>Administration</i>, shall make such determination.</p> <p><b>Note 3:</b> Any 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>MGA</i>, may not be reconsidered.</p>		

(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

**Notice Required to Reconsider a Motion from a Previous Meeting**

117. DELETED BY 24M2019, 2019 JUNE 17

**F – Voting**

**Requirements to Vote**

118. Every *Member* present at a meeting of *Council* or a *Council Committee* must vote on every matter put to a vote, unless the *Member* declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the public hearing

[MGA, s. 170, 182, 183(1) and 184].  
(55M2021, 2021 September 15)

**Voting Style**

119. (1) Voting at *Council* and *Council Committee* meetings shall be captured using an electronic voting system where possible.
- (a) The tally of votes on a motion shall be displayed in the meeting room once all votes have been placed;
  - (b) Despite (a), an electronic vote is not final until the *Chair* announces the result of the vote.
- (2) When electronic voting is not possible, voting shall be by voice.
- (3) Regardless of voting style in use for a motion, any *Member* may request a *Roll Call Vote* prior to commencing the vote on that motion.

(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

**Vote Result**

120. A motion shall be declared lost when it:
- (a) does not receive the required number of votes; or
  - (b) receives a tie vote.

**Changing a Vote**

121. Should a *Member* request to change their vote, and the requested change does not alter the vote result, the request may be granted by *general consent* or by a *majority vote*, whether the requestor voted for or against the motion. If the requested change would alter the vote result, the *Member* may move to reconsider the original vote.

**Division of a Recommendation**

122. A *Member* may request or the *Chair* may direct that a recommendation be divided and called separately, but only if the divided parts can stand on their own.

**PART 7 – SPECIAL PROCEDURES**

**A – Council’s Organizational Meeting**

- 123. The business of *Council’s* annual Organizational meeting is limited to:
  - (a) administering the oath of office and the introduction of *Members* at the first Organizational meeting following a *General Election*;
  - (b) appointment of elected officials, public *Members* and *Administration Members* to Committees; and
  - (c) other business as directed by this Bylaw, *Council* or the *City Clerk*.
- 124. The *City Clerk* must set the time and place for the Organizational meeting.
- 125. *Members* of *BCCs* who are appointed at the Organizational meeting must be appointed as per the *Council* policy on *Governance and Appointments of Boards, Commissions and Committees*.

**Appointing Members to SPCs at the Organizational Meeting**

- 126. (1) Annually, *Council* must appoint four *Councillors* to a pro-tem (temporary) membership committee, whose purpose is the nomination of seven *Councillors* to sit on each SPC for the following year. The *Mayor* is an *Ex-Officio Member* of the pro-tem (temporary) membership committee.
 

(55M2021, 2021 September 15)
- (2) After receiving the recommendations of the pro-tem (temporary) membership committee, *Council* must appoint the *Councillors* to sit on each SPC, having regard to the preferences expressed by the *Councillors* and to the best interests of *The City*.
 

(55M2021, 2021 September 15)

**Oath of Office**

- 127. At the first *Council* meeting following a *General Election*, or following a by-election for the Office of *Mayor*, the *City Clerk* must:
  - (a) take the *Chair*;
  - (b) call the meeting to order; and
  - (c) preside over the meeting until the oath as prescribed by the *Oaths of Office Act*, has been administered to the *Mayor*.
- 128. After the *Mayor* has taken the oath and assumed the *Chair*, the *Councillors* who have been elected must take the oath as prescribed by the *Oaths of Office Act*.
- 129. *Members* of *Council* hold office from the beginning of the Organizational meeting following the *General Election* until immediately before the beginning of the Organizational meeting following the next *General Election*.

[LAEA, s. 9]

**No Meetings Between Nomination Day and the Organizational Meeting**

- 130. (1) In the year of a *General Election*, no *Council* or *Council Committee* meeting is to be scheduled between Nomination Day, as defined in the *Local Authorities Election Act*, and the Organizational meeting following that *General Election*.
- (2) Subsection (1) does not apply to the holding of a special *Council* meeting in accordance with section 194 of the *Municipal Government Act*.

(55M2021, 2021 September 15)  
(35M2024, 2024 October 22)

**B – Reporting Through Committee to Council**

- 131. When a *City BCC* which reports directly to *Council* has postponed, referred, filed or otherwise determined not to send a report on its agenda to *Council*, the report must not be forwarded to *Council*.
- 132. Despite the above, a *City BCC* cannot file, postpone or refer a report that *Council* has directed, by motion, return to *Council* by a specific date, unless there is sufficient time to have the report return to Committee and proceed to *Council* by the specified date. (55M2021, 2021 September 15)
- 133. If the recommendations of *Administration* contained in a report to *Council* are defeated at a *Council Committee* meeting:
  - (a) replacement recommendations must be approved by the *Council Committee*; and
  - (b) the report must be forwarded to *Council* with both the original *Administration* recommendation and the replacement recommendation of the Committee.
- 134. A motion which has been lost at Committee shall not be forwarded to Council as a recommendation, however:
  - (a) a *Member*, present at the meeting, may request that the lost motion be forwarded to *Council* for information; and
  - (b) the lost motion shall appear in the body of the report as an excerpt from the minutes of the meeting.

**PART 8 – RECORDS OF COUNCIL & COMMITTEES**

**A – Agendas**

- 135. *Council* and *Council Committee* agendas and all bylaws and other materials published as a part of an agenda are retained by the *City Clerk* in the permanent *Corporate Record*. (55M2021, 2021 September 15)

**B – Minutes**

- 136. (1) The minutes of a *Council* or a *Council Committee* meeting, once adopted, must be signed by the *Chair* and by the *City Clerk*

- (2) For the purposes of subsection (1), a signature may be affixed to adopted minutes by mechanical or electronic means.

[MGA, s. 213(1) and (5)]  
[City Clerk Bylaw 73M94, s. 6]  
(32M2021, 2021 June 01)

137. The *City Clerk* must maintain custody of the minutes of every *Council* and *Council Committee* meeting, and distribute a copy to each *Member* in a subsequent agenda for confirmation.
138. The minutes of every *Council* and *Council Committee* meeting must record:
- (a) the decisions of *Council* and *Council Committees*;
  - (b) DELETED BY 55M2021, 2021 SEPTEMBER 15.
  - (c) the names of the *Members* who voted for and against a motion;  
(55M2021, 2021 September 15)
  - (d) the name and general nature of a Pecuniary Interest declared by a *Member* (as defined in section 170 of the *MGA*);
  - (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 *Council*;
  - (f) the distribution of additional material received at *Council* and *Council Committee* meetings, to form part of the *Corporate Record*;
  - (g) the names of any *Members* who have asked a question during *question period*, and the topic of the question; and
  - (h) the sections of the *FOIP Act* that apply to an item being discussed in a *closed meeting* and, if the decision of the *Members* 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.  
(55M2021, 2021 September 15)

### **Corrections to Minutes**

139. (1) A *Member* may make a motion that the minutes be amended to correct an inaccuracy or omission. The *Member* must notify the *City Clerk* of the proposed correction as soon as is possible prior to the meeting at which they are confirmed, to allow the *City Clerk*:
- (a) to review the inaccuracy or omission; and
  - (b) to prepare a revision to be distributed at the meeting if required.
- (2) Typographical errors should also be reported to the *City Clerk* in advance of the meeting, but do not require a motion to amend.
- (3) If a *Member* questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording exists, made in accordance with the *Council* policy on Recordings

of Legislative Meetings CC001, the recording of that meeting must be used to decide the question.

(55M2021, 2021 September 15)

- (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 *Council*.

**C – Bylaws as a Corporate Record**

**Following Third Reading of a Bylaw**

- 140. (1) A bylaw, having received third reading, must be signed by the *Mayor*, and the *City Clerk*.  
[MGA, s. 213(3)(a)]  
[City Clerk Bylaw 73M94, s. 10]
- (2) Despite subsection (1), a bylaw may be signed by:
  - (a) in the *Mayor's* absence, the *Deputy Mayor*; and
  - (b) in the *City Clerk's* absence, the Acting *City Clerk*.
- (3) The *Mayor* may authorize that a facsimile of the *Mayor's* signature be used to sign a bylaw.  
[MGA, s. 213 (5)]

**Consolidation of Bylaws**

- 141. The *City Clerk* is designated to consolidate bylaws at the *City Clerk's* 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 *Corporate Record* the original bylaw and all adopted amending bylaws.  
(55M2021, 2021 September 15)

**PART 9 – REPEAL AND COMING INTO FORCE**

142. Bylaw 44M2006 is repealed.

143. This Bylaw comes into force on 2017 October 23.

READ A FIRST TIME THIS 2<sup>ND</sup> DAY OF AUGUST, 2017.

READ A SECOND TIME, AS AMENDED, THIS 2<sup>ND</sup> DAY OF AUGUST, 2017.

READ A THIRD TIME, AS AMENDED, THIS 2<sup>ND</sup> DAY OF AUGUST, 2017.

(Sgd.) N. Nenshi  
MAYOR

(Sgd.) D. Williams  
ACTING CITY CLERK

**APPENDIX A – ORGANIZATION OF COUNCIL COMMITTEES**

**Membership & Chair of Council Committees**

A.1 Council must appoint the *Members* of the Infrastructure and Planning Committee, Community Development Committee, Audit Committee, Intergovernmental Affairs Committee, Council Services Committee and Nominations Committee annually at its Organizational meeting.

a) The *Mayor* must appoint the *Councillors-at-Large* of the Executive Committee annually at *Council’s* Organizational meeting.

(46M2023, 2023 September 12)

A.2 Membership in *Council Committees* is as follows:

<b>Council Committee</b>	<b>Membership</b>	<b>Chair and Vice-Chair</b>
A.3 Infrastructure and Planning Committee	<ul style="list-style-type: none"> <li>• 7 <i>Councillors</i> *</li> <li>• <i>Mayor, Ex-Officio</i></li> </ul>	The <i>Chair</i> ** and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .
A.4 Community Development Committee	<ul style="list-style-type: none"> <li>• 7 <i>Councillors</i> *</li> <li>• <i>Mayor, Ex-Officio</i></li> </ul>	The <i>Chair</i> ** and Vice-Chair are elected at first meeting after appointment of <i>Members</i> .
A.5 Audit Committee	<ul style="list-style-type: none"> <li>• Provided for in Bylaw 48M2012</li> </ul>	Provided for in the Audit Committee Bylaw**
A.6 Intergovernmental Affairs Committee (IGA)	<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>	The <i>Chair</i> and Vice-Chair are elected at the first meeting after appointment of <i>Members</i> .
A.7 Executive Committee	<ul style="list-style-type: none"> <li>• <i>Mayor</i> (in the <i>Mayor’s</i> absence, the <i>Deputy Mayor</i> is a <i>Member</i>)</li> <li>• <i>Chair</i> of each SPC (with the SPC Vice-Chairs as alternative <i>Members</i>);</li> <li>• <i>Chair</i> of the Audit Committee (with the Audit Vice-Chair as an alternative <i>Member</i>);</li> <li>• 3 <i>Councillors-at-Large</i> appointed by the <i>Mayor</i></li> </ul>	The <i>Mayor</i> is <i>Chair</i> . One of the <i>Councillors-at-Large</i> is elected Vice-Chair.
A.7.1 Council Services Committee (CSC)	<ul style="list-style-type: none"> <li>• 5 <i>Councillors</i></li> </ul>	The <i>Chair</i> and Vice-Chair are elected at the first meeting after appointment of <i>Members</i> .

<b>Council Committee</b>	<b>Membership</b>	<b>Chair and Vice-Chair</b>
A.7.2 Nominations Committee	<ul style="list-style-type: none"> <li>• <i>Mayor</i></li> <li>• Up to 6 additional <i>Councillors</i></li> </ul>	The <i>Mayor</i> is <i>Chair</i> . The <i>Vice-Chair</i> is elected at the first meeting after appointment of <i>Members</i> .
A.8 – A.10 DELETED BY BYLAW 55M2021, 2021 SEPTEMBER 15.		
* NOTE: Each <i>Councillor</i> must sit on one SPC		
** NOTE: A <i>Councillor</i> must not serve as <i>Chair</i> of the Audit Committee and <i>Chair</i> of an SPC at the same time.		

(46M2023, 2023 September 12)

**Presiding at Council Committees in the Absence of an Elected Chair**

- A.11 When a *Council Committee* has not yet elected a *Chair*, the first meeting is called to order by the *City Clerk* serving as temporary *Chair*. The first order of business will be:
- (a) the temporary *Chair* calls for nominations, and then ballots for the position of chair;
  - (b) the temporary *Chair* announces who is elected to the position of chair;
  - (c) the *Chair* assumes the meeting, calls for nominations, and then ballots for the position of vice-chair; and
  - (d) the *Chair* announces who is elected to the position of vice-chair.
- A.12 At any subsequent meeting, when both the *Chair* and *Vice-Chair* are absent, another *Member* must be elected as *Acting Chair* for that meeting, with the *City Clerk* serving as temporary *Chair*.

**Rights of Non-Member Councillors in Attendance at Meetings**

- A.13 (1) Meetings of *Council Committees* are open to all *Councillors*, and they may join the meeting at any time, including during closed meetings.
- (2) A non-*Member Councillor*:
- (a) may take part in discussion or debate of agenda item(s), including items discussed in *closed meetings*,
  - (b) has the same obligation as *Members* to hold confidential discussions in confidence, and
  - (c) may vote on an agenda item.
- (3) A non-*Member Councillor* may not:
- (a) place nominations or vote for the *Chair* or *Vice-Chair*, or
  - (b) count towards meeting quorum.

**Mayor as Ex-Officio Member**

- A.14 Unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *Council Committees*, unless *Council* provides otherwise. If present at the meeting, the *Mayor* has all of the rights and privileges of other *Members*, and is entitled to count for *quorum*, take part in discussion, and to vote on all items.

[MGA, s. 154(2)]  
(55M2021, 2021 September 15)  
(76M2021, 2021 December 20)  
(28M2022, 2022 September 14)

## APPENDIX B – ROLE OF COUNCIL COMMITTEES

### SPCs

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

### SPC Mandates

- B.3 The mandate of each Standing Policy Committee is as follows:
- (1) Infrastructure and Planning Committee:
    - (a) planning (including Transportation);
    - (b) development;
    - (c) infrastructure (including Transportation); and
    - (d) oversight of *The City's* involvement in property transactions and how land and assets are managed by Administration.
  - (2) Community Development Committee:
    - a. Connecting, including the following areas:
      - i. affordable housing; arts and culture;
      - ii. community research and strategy;
      - iii. recreation stewardship and strategy;
      - iv. recreation, parks and community program planning;
      - v. neighbourhood supports;
      - vi. social programs and supports;
      - vii. investing partnerships;

- b. Protecting, including the following areas;
  - i. bylaw education and compliance;
  - ii. transit safety and enforcement;
  - iii. Calgary 9-1-1;
  - iv. Emergency management and business continuity;
  - v. fire services;
  - vi. pet ownership and licensing; and
  - vii. taxi, limousine, and vehicles for hire;
- c. Climate Impact;
- d. Environmental Management; and
- e. Oversight in the fields of telecommunication regulation and City Rights-of-Way agreements and bylaws.

**Mandate and Powers – Intergovernmental Affairs Committee**

B.4 Intergovernmental Affairs Committee has the following mandate:

- (a) Preparing representations on the impact of other governments' policies on *The City*;
- (b) Co-ordinating long-term growth and development plans between *The City* and other municipalities; and
- (c) Building and strengthening Indigenous relations.

**Mandate and Powers – Executive Committee**

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 *Council* or a *Council Committee*;
- (e) refer reports to *Council* for policy direction or policy review;
- (f) create and be responsible for sub-committees and approve their terms of reference;
- (g) directing *Notices of Motion* to *Council*; and

- (h) refer reports to Council regarding the recruitment and appointment of the *Chief Administrative Officer* and provide performance evaluations of the *Chief Administrative Officer* as required by section 205.1 of the *MGA*.

(45M2022, 2022 October 25)  
(45M2023, 2023 October 17)

B.6 Executive Committee has the following mandate:

- (a) finance and budgeting issues;
- (b) corporate planning;
- (c) items from the Integrity and Ethics Office;
- (d) DELETED BY 28M2022, 2022 SEPTEMBER 14
- (e) items related to People, Innovation, and Collaboration;
- (f) recommending the naming of City owned facilities;
- (g) economic Development including the Downtown Strategy; and
- (h) local and Business economy.

(55M2021, 2021 September 15)

**Mandate and Powers – Council Services Committee**

B.7 (1) Council Services Committee has the following mandate:

- (a) strategic and policy direction on services provided by Administration for Councillors and their staff;
  - (b) DELETED BY 20M2023, 2023 APRIL 25.
  - (c) receiving advice from Administration and making recommendations to Council respecting the Councillors' Budgets and Expenses Bylaw 36M2021.
- (2) Council Services Committee shall report directly to Council.
- (3) Council Services Committee shall meet quarterly and at the call of the Chair as necessary.

(28M2022, 2022 September 14)

**Mandate and Powers – Nominations Committee**

- B.8 (1) The responsibilities of Nominations Committee include considering and recommending to Council applicants to appoint to *BCCs*.
- (2) Nominations Committee shall report directly to *Council*.
- (3) Nominations Committee will meet as required to carry out its mandate and will meet at least once a year to review public member applications and provide recommendations to *Council* for appointments to various *BCCs*.

- (4) In a year of a *General Election*, Nomination Committee will not meet from Nomination Day to Election Day.
- (5) Additional meetings of Nominations Committee will be called or cancelled at the call of the *Chair*.
- (6) *Councillors* are appointed to Nominations Committee at the annual Organizational Meeting of Council, or at other times required by Nominations Committee, for a one-year term expiring on the day of the Organizational Meeting.
- (7) Nominations Committee shall act in accordance with the *Governance and Appointments of Boards, Commissions and Committees Policy*.
- (8) Nominations Committee may sit in smaller panels to finalize interview questions and/or conduct interviews. The smaller panels may recommend nominations to *Council*.
- (9) Nominations Committee may consider an applicant for appointment to a BCC to which the applicant did not apply if the applicant meets the Eligibility and Qualification requirements as defined in the *Governance and Appointments of Boards, Commissions and Committees Policy*.
- (10) Nominations Committee may determine that recruitment has not resulted in sufficient or suitable applications and request additional advertising and recruitment. Nominations Committee will recommend to *Council* that funding be approved for additional advertising and recruitment.

(46M2023, 2023 September 12)

## APPENDIX C – OTHER CITY BOARDS, COMMISSIONS, COMMITTEES (BCCS) NOT SPECIFICALLY ESTABLISHED BY THIS BYLAW

### **Establishment of New Committees by Council**

- C.1 *Council* may establish other *City BCCs* as are necessary or advisable for the orderly and efficient handling of the affairs of *The City* and must do so by *Council* resolution or bylaw, in accordance with the *Council* policy on *Governance and Appointments of Boards, Commissions and Committees*.
- C.2 *Administration* must consult with the *City Clerk* before seeking to establish or dissolve *City BCCs*.

### **Members of City BCCs**

- C.3 The membership of *City BCCs* must be as provided for in the enabling *governance documents* for that body.
- C.4 All *Council* appointments to *City BCCs* must be reviewed annually at the Organizational meeting, unless otherwise specified in its enabling *governance documents*.

### **Chair and Vice-Chair of City BCCs**

- C.5 Each *City BCC* shall meet as soon as possible after appointment to elect a *Chair* and Vice-Chair using a representative of *Administration* as temporary *Chair*, in accordance with the process in section A.11, unless *Council* designates otherwise. The enabling *governance documents* must then state:
  - (1) who may be the *Chair* and Vice-Chair of a Committee; and
  - (2) the manner in which the *Chair* and Vice-Chair shall be selected.
- C.6 In the absence of the *Chair* and Vice-Chair, another *Member* must be elected as Acting *Chair* for that meeting, in accordance with the process in section A.11.

### **Non-Members Attending City BCC Meetings**

- C.7 (1) Unless otherwise stated in a *City BCC's governance documents*, its meetings are open to all *Councillors*, and they may join the meeting at any time, including during *closed meetings*.
- (2) A non-*Member Councillor* may take part in discussion or debate of agenda item(s), including items discussed in *closed meetings*, and has the same obligation as *Members* to hold confidential discussions in confidence.
- (3) A non-*Member Councillor* may not:
  - a) place nominations for the *Chair* or Vice-Chair,
  - b) make motions or vote; or,
  - c) count towards meeting *quorum*.

**Mayor as Ex-Officio Member**

- C.8 Unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *City BCCs*, and all bodies to which *Council* has the right to appoint *Members*, unless *Council* provides otherwise. If present at the meeting, the *Mayor* has all of the rights and privileges of other *Members*, and is entitled to count for *quorum*, take part in discussion, and to vote on all items.

[MGA s. 154(2)]

**Removal of Chair**

- C.9 The *Chair* of a *City BCC* may be removed from the Chair position by a *majority vote* of the Committee, subject to *notice of motion* being provided at a *Regular* meeting of the Committee held at least one week prior to the meeting at which the motion is to be considered.

**APPENDIX D: SECONDARY MOTIONS**

**Secondary Motions – Subsidiary**

D.1 The seven subsidiary motions are listed below in order of their precedence, from the highest (lay on the table) to the lowest (postpone indefinitely). e.g.: It is in order to move to amend a main motion when the motion to *postpone* indefinitely is pending, but it is not in order to move to *postpone* indefinitely when an amendment is pending, as the motion to amend has a higher ranking than the motion to *postpone* indefinitely. **Note:** The rules contained in Appendix D supersede RONR where differences exist.

<b>The motion</b>	<b>The usage</b>	<b>The Process</b>
(1) Lay on the Table, or "Table" (RONR section 17)	A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of immediate urgency.	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.  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> ).
(2) Close Debate (or "Previous Question") (RONR section 16)	A motion to close debate and vote immediately: " <i>I move we close debate</i> ".	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).  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> "
(3) Limit or Extend Debate (RONR section 15)	A motion to limit or extend debate on a motion, e.g.: " <i>I move to limit debate on this motion to three minutes.</i> "	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).  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> "
(4) <i>Postpone</i> to a certain time (RONR section 14)	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.	The motion may not interrupt a speaker, and is only debatable or amendable as to the time to which the motion is to be postponed.  <i>A majority vote</i> is required to adopt.
(5) Commit/Refer (RONR section 13)	A motion to send the pending motion to a Committee or <i>Administration</i> . Instructions may be included: scope of referral, deadlines, etc.	The motion may not interrupt a speaker, is debatable (as to the merits of referral) and amendable (as to the body to which the main motion is proposed to be referred and/or as to any instructions to the body to which the main motion is proposed to be referred).  <i>A majority vote</i> is required to adopt.
(6) Amend (RONR section 12)	A motion to change the wording of another motion before voting on it. Amendment usually occurs by adding or inserting text, deleting text, or replacing text.	This motion may not interrupt a speaker, and may not be contrary to the motion it purports to amend.  An amendment is debatable.  An amendment to an amendment is allowed, but a third level amendment is not.  <i>A majority vote</i> is required to adopt.
(7) <i>Postpone</i> Indefinitely (RONR section 11)	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.	The motion to <i>postpone</i> indefinitely may not interrupt a speaker, is debatable, but is not amendable.  <i>A majority vote</i> is required to adopt.  To lift an indefinitely postponed item from the table prior to the next General Election, it must be reconsidered.

**Secondary Motions – Privileged**

D.2 The following privileged motions can be addressed formally (by a motion) or informally (by *general consent*). **Note:** The rules contained in Appendix D supersede RONR where differences exist.

The motion	The usage	The Process
(1) <i>Question of Privilege</i> (RONR section 19)	A request or a motion, usually relating to the rights and immunities of the assembly collectively (e.g.: a complaint about noise or other distractions), or of an individual Member (eg.: being misquoted).	<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>
(2) Recess (RONR section 20)	A motion to take a short intermission in the proceedings: <i>“I move we take a ten minute recess.”</i>	<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>: <i>“Is there any objection to a ten minute recess?”</i> (Pause). <i>“There being no objection, we are in recess and will resume the meeting at ____.”</i></li> <li>• If dealt with formally, requires a <i>majority vote</i>.</li> </ul>
(3) Adjourn (RONR section 21)	A motion to close the meeting.	<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>
(4) Fix the Time to Which to Adjourn (RONR section 22)	A motion to set an “adjourned meeting” (a continuation of the same meeting, to conclude the same order of business, e.g.: when a public hearing is not concluded).	<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>

**Secondary Motions – Incidental**

D.3 Below are the most commonly used incidental motions. **Note:** The rules contained in Appendix D supersede RONR where differences exist.

The motion	The usage	The Process
(1) <i>Point of Order</i> (RONR section 23)	A <i>Point of Order</i> is raised by a <i>Member</i> who believes a rule has been breached. The <i>Member</i> says: “ <i>Point of order</i> ” as soon as the violation occurs.	<ul style="list-style-type: none"> <li>• This procedure may interrupt a speaker.</li> <li>• The <i>Chair</i> interrupts the current speaker, and recognizes the <i>Member</i> to state the <i>Point of Order</i> (i.e.: which rule is alleged to have been violated).</li> <li>• The <i>Chair</i> makes a ruling whether the <i>Point of Order</i> is well taken or not well taken.</li> <li>• The <i>Chair</i> may also opt to ask the assembly to make this determination, by <i>majority vote</i>.</li> </ul>
(2) Appeal (RONR section 24)	A <i>Member</i> who disagrees with the <i>Chair’s</i> ruling can appeal it.	<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>
(3) Suspend the rules (RONR section 25)  <i>Note:</i> 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> .	A motion to allow the assembly to waive a rule of order for a specific purpose.  <b>**This motion cannot be used to suspend any provisions from the <u>Municipal Government Act</u> or other applicable legislation.</b>	<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>
(4) Dividing a Resolution (RONR section 27)	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.	<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>
(5) Withdraw (RONR section 33)	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> .	<ul style="list-style-type: none"> <li>• This motion or request may not interrupt a speaker.</li> <li>• Mover: “<i>I request permission to withdraw the motion.</i>”</li> <li>• The <i>Chair</i> checks whether there is <i>general consent</i> for the withdrawal, and, if not, takes a formal vote (a <i>majority vote</i> is then needed for withdrawal).</li> </ul>

(24M2019, 2019 June 17)  
(55M2021, 2021 September 15)

## APPENDIX E – DEFINITIONS

Wherever a word used in the *Bylaw* is italicized, the term is being used as it is defined in Appendix E, and where any word appears in regular font, its common meaning in the English language is intended. A word or expression and grammatical forms of the same word or expression have the corresponding meanings.

In this bylaw:

- E.1 “*Administration*” means the *Chief Administrative Officer* or an employee accountable to the *Chief Administrative Officer*;  
(45M2023, 2023 October 17)
- E.2 “*Administrative Inquiry*” means a written request from a *Member of Council* to the *Administration*, made at a *Council* meeting, seeking the provision of information at a future meeting;
- E.3 “*Audit Committee Bylaw*” means the Audit Committee Bylaw, 48M2012, as amended, or any bylaw enacted in its place;
- E.4 “*Board, Commission or Committee*” (“*BCC*”) means a *City* or *External Board, Commission or Committee* to which *Council* makes one or more appointments.
- E.5 “*Chair*” means the person elected to preside over meetings of *Council* or a *City BCC*, and includes the *Mayor* or *Deputy Mayor* when presiding a *Council* meeting;
- E.6 “*The City*” means the municipal corporation of The City of Calgary having jurisdiction under the *MGA* and other applicable legislation;
- E.7 “*City Board, Commission or Committee*” (“*City BCC*”) means a *BCC* or other body established by *Council* under the *MGA*, or as required or allowed by other statutes, but does not include a Business Improvement Area or City of Calgary Wholly-Owned Subsidiary.
- E.8 “*City Clerk*” means the person appointed by *Council* to the designated officer position of *City Clerk* or their delegate, in keeping with the *City Clerk Bylaw*, 73M94;
- E.9 “*Chief Administrative Officer*” means the person appointed by *Council* to the position of *Chief Administrative Officer* or their delegate, in keeping with the *Chief Administrative Officer Bylaw*, 8M2001 and the *MGA*;  
(45M2023, 2023, October 17)
- E.10 “*City Solicitor and General Counsel*” means the person appointed by *Council* to the designated officer position of *City Solicitor and General Counsel* or their delegate, in keeping with the *City Solicitor and General Counsel Bylaw*, 48M2000;
- E.11 “*Closed Meeting*” means a meeting or a portion of a meeting held in the absence of the public;
- E.12 “*Combined*” meeting of *Council* is a meeting which contains a section for planning matters, in keeping with section 692 of the *MGA*, and a section for *Regular Business* on its agenda;
- E.13 “*Consent Agenda*” means a group of items which are not expected to require discussion and/or debate. A *consent agenda* may be adopted by a single (omnibus) motion;
- E.14 “*Corporate Record*” means the record of agendas, minutes and other related meeting material which is dealt with by *Council* or a *Council Committee*. It also includes all documents to which

the City of Calgary corporate seal is affixed;

- E.15 "*Council*" means the *Mayor* and *Councillors* duly elected in the city and who continue to hold office;
- E.16 "*Council Committee*" means a Standing Policy Committee, Standing Specialized Committee, or a sub-Committee of those Committees;
- E.17 "*Councillor*" means a *Member* duly elected as a *Councillor* under the *MGA* to represent a ward of the city, who continues to hold office;
- E.18 "*Criminal Code*", means the *Criminal Code*, R.S.C. 1985, c. C-46, as amended, or any statute enacted in its place;
- E.19 "*Deputy Mayor*" means the *Councillor* appointed by *Council*, in keeping with the *MGA* and this Bylaw, to act as *Mayor* in the absence or incapacity of the *Mayor*;
- E.20 "*Ex-Officio Member*" means a *Member* of a voting body who is not specifically appointed as a *Member*, but who is a *Member* by virtue of holding another office, such as the *Mayor*;
- E.21 "*Floor of Council*" means the area separated by a barrier in the Council Chamber where *Members of Council*, *Council Committees* and *Officers of Council* are seated;
- E.22 "*Freedom of Information and Protection of Privacy Act*" ("*FOIP Act*") means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;
- E.23 "*General Consent*" means an informal way of asking for consensus, used only for routine and non-controversial decisions, usually of a procedural nature, e.g.: The *Chair* asks: "*Is there any objection to extending the time for this speaker by two minutes?*", pauses, and if no *Member* objects, says: "*There being no objections, the time is so extended.*" If a *Member* does object, the *Chair* takes a voice vote: "*There are objections and we'll take a vote on the matter. Those in favour of extending the speaker's time by two minutes? Those opposed? Thank you. The two minute extension has been granted (or not granted)*".
- E.24 "*General Election*" means an election held for all the *Members of Council* to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;
- E.25 "*Governance Document*" means a document that outlines a *BCC*'s structure and includes items such as eligibility criteria, composition, mandate, and term lengths. A *governance document* may include a bylaw, a policy, or Terms of Reference;
- E.26 "*Human Rights Act*" means the *Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5, or any statute enacted in its place;
- E.27 "*Interpretation Act*" ("*IA*") means the *Interpretation Act*, R.S.A. 2000, c. I-8, as amended, or any statute enacted in its place;
- E.28 "*Land Use Bylaw*" ("*LUB*") means the Land Use Bylaw, 1P2007, as amended, or any bylaw enacted in its place;
- E.29 "*Local Authorities Election Act*" ("*LAEA*") means the *Local Authorities Election Act*, R.S.A. 2000, c. L-21, as amended, or any statute enacted in its place;

- E.30 “Majority” with respect to *quorum* means more than half of the appointed *Members*;
- E.31 “Majority vote” means the vote of more than half of the *Members* present and voting at a properly called meeting at which a *quorum* is present.
- E.32 “Mayor” means the *Member* duly elected in the City as the Chief Elected Official under the *MGA* who continues to hold office;
- E.33 “Member” means a *Member* of *Council* duly elected who continues to hold office, or a *Member* of a Committee duly appointed by *Council* to that Committee;
- E.34 “Motion Arising” means a motion moved by a *Member* of *Council*, and is directly related to or “arises” from an item or motion which has just been considered.
- E.35 “Municipal Government Act” (“MGA”) means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, or any statute enacted in its place;
- E.36 “Notice of Motion” means a submission made by one or more *Members* of *Council* intended to provide notice of a proposed resolution for *Council’s* consideration where the resolution:
- (a) raises a significant issue affecting all or part of The City of Calgary; or
  - (b) directs *Administration* to undertake a significant amount of work in order to respond.  
(24M2019, 2019 June 17)
- E.37 “Oaths of Office Act” means the *Oaths of Office Act*, R.S.A. 2000, c. O-1, as amended, or any statute enacted in its place;
- E.38 “Officer of Council” means the *Chief Administrative Officer, City Solicitor and General Counsel, City Clerk, Chief Financial Officer, General Managers* or their assigned delegates, and also the Integrity Commissioner, the Ethics Advisor and the City Auditor.  
(45M2023, 2023 October 17)
- E.39 “Omnibus Motion” means a motion to place on the floor and adopt, without debate, the recommendations of two or more reports;
- E.40 “Point of Order” means a statement by a *Member* raising a departure from this Bylaw or other parliamentary procedure;
- E.41 “Postpone” as a motion means to delay dealing with a motion or item until a future meeting.
- E.42 “Public Hearing” meeting of *Council* means a meeting;
- (a) to hear planning matters,  
[MGA, s. 692(1)]
  - (b) to hear any matters that the *MGA* or other enactment requires a public hearing to be held for, or  
[MGA, s. 216.4]  
(20M2023, 2023 April 25)
  - (c) to hear other matters which *Council* directs be considered through a public hearing process;

- E.43 "*Question of Privilege*" refers to matters affecting the rights and immunities of *Council* collectively or the propriety of the conduct of individual *Members* and includes, but is not limited to, the following;
- (a) the organization or existence of *Council*,
  - (b) the comfort of *Members*,
  - (c) the conduct of *Members*,
  - (d) the conduct of *Administration* or members of the public in attendance at the meeting, and
  - (e) the reputation of *Members* or of *Council* as a whole;
- E.44 "*Question Period*" means the time set aside at a *Council* meeting for *Members* to ask *Administration* specific questions on urgent issues;
- E.45 "*Quorum*" means the number of *Members* entitled to vote who must be present in order to conduct a meeting, and is a *majority* (greater than fifty percent) of the membership of the voting body, unless *Council* provides otherwise in a *governance document*;
- E.46 DELETED BY 55M2021, 2021 SEPTEMBER 15.
- E.47 "*Regular*" meeting means a meeting other than a *Special* meeting to deal with the standard business of *Council* or a *Council Committee*, such as items from *Officers of Council*, *Administration* or Committees, Bylaws and other business as listed in section 48 or 52;
- E.48 "*Regular business*" means that portion of a *Combined* meeting of *Council* which deals with the standard business of *Council* such as items from *Administration* or Committees, Bylaws and other business as listed in Section 48;
- E.48.1 "*Remote participation*" or "*participating remotely*" refers to a *Member* who attends a *Council* or *Council Committee* meeting in accordance with Appendix "F";  
(20M2023, 2023 April 25)
- E.49 "*Robert's Rules of Order*" or "*RONR*" means *Robert's Rules of Order Newly Revised*, current edition.
- E.50 "*Roll Call Vote*" means a vote taken by calling the name every *Member* entitled to vote on a matter, and recording their vote.
- E.51 DELETED BY 55M2021, 2021 SEPTEMBER 15.
- E. 51.1 "*Strategic*" meeting of *Council* means a meeting of *Council* that provides a forum for high-level strategic discussion; this includes an annual planning session. *Administration*, external experts and other professionals will provide industry research, practices and procedures to support *Council's* strategic discussion.  
(24M2019, 2019 June 17)
- E.52 "*Two-thirds vote*" means the vote of more than two-thirds of the *Members* present and voting at a properly called meeting at which a *quorum* is present.
- E.53 "*Urgent Business*" means those matters added by a vote of *Council* to a meeting agenda once

the meeting has commenced.

**APPENDIX F – REMOTE PARTICIPATION AT MEETINGS**

- F.1 (a) *A Member* may on occasion *participate remotely* in a *Council* or *Council Committee* meeting provided they are in an appropriate and secure location free from distractions with their camera on and no background used.
- (b) *A Member* may regularly *participate remotely* in *Council* or *Council Committee* meeting, after they have disclosed to and been guided by the advice of the Ethics Advisor, on the basis of an accommodation based on protected grounds, as outlined by the *Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5
- (c) Best efforts must be used to attend *Council* or *Council Committee* meetings, including *Closed Meetings*, in person conforming with the Code of Conduct for Elected Officials Bylaw (26M2018). Compliance is overseen by the Integrity and Ethics Office.
- (d) Despite subsection (b), a non-*Member Councillor* that attends a *Council Committee* meeting pursuant to section A.13 may attend such meetings by *remote participation*.  
(12M2024, 2024 March 18)
- F.2 *A Member* must *participate remotely* using electronic means that:
  - (a) are a type of Voice Over Internet Protocol application (such as Microsoft Teams), or a conference call system (such as a phone bridge) that allows multiple callers in one call such that a person using the application or system can have their voice heard inside the physical meeting room; and
  - (b) is an application or system that allows a *Member participating remotely* to hear the voices of those physically present in the meeting room in near real-time.  
[MGA, s. 199(3)]
- F.3 The exact type of application or system used for *remote participation* under section F.2 above will be determined by the *City Clerk*.
- F.4 *Remote participation* will only be used for meetings for which the City Clerk’s Office provides legislative services, including:
  - (a) meetings of *Council*; and
  - (b) *Council Committee* meetings.
- F.5 In consultation with the *City Clerk*, the *Chair* can determine a limit to the number of *Members participating remotely* in a meeting.
- F.6 The *City Clerk* may request at *roll call*, and at any other time, that a *Member participating remotely* identify verbally that they are present in the meeting.  
[MGA, s. 199(2) and (3)]
- F.7 For the purposes of determining the *Members* present at a meeting for any provision involving *quorum*, the *City Clerk* will include *Members participating remotely*.
- F.8 *Remote participation* is permitted in *Closed Meetings* provided a *Member* is in a private and secure location free from distractions with their camera on and no background used.  
(12M2024, 2024 March 18)

- F.9 The *Chair* may request at any time during a *Closed Meeting* that a *Member participating remotely* identify themselves visually by turning on a camera that is connected to the application or system used for the meeting.  
[MGA, s. 199(2) and (3)]
- F.10 The *City Clerk* must record in the minutes of every *Council* and *Council Committee* meeting the names of the *Members* who *participated remotely*, and whether such *remote participation* was for the whole meeting or part of the meeting.
- F.11 A *Member participating remotely* retains all other rights and privileges as stated in this Procedure Bylaw.
- F.12 The *Chair* may determine the practices necessary to ensure the efficient conduct of a meeting where one or more *Members* are *participating remotely*.

(15M2020, 2020 March 16)  
(18M2020, 2020 March 26)  
(55M2021, 2021 September 15)  
(20M2023, 2023 April 25)