

**BYLAW NUMBER 42M2025**

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

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**WHEREAS** *Council* has considered report C2025-0869 and has decided it is necessary to pass this bylaw establishing 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 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 cited as the “Procedure Bylaw”.

**Definitions**

2. In this Bylaw:
  - (a) “*Access to Information Act*” means the *Access to Information Act*, SA 2024, c A-1.4 and its regulations, as amended, or any statute enacted in its place;
  - (b) “*Administration*” means the *Chief Administrative Officer* or an employee accountable to the *Chief Administrative Officer*;
  - (c) “*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;
  - (d) “*Agenda*” means the order of items of business for a meeting and the associated reports, bylaws and other documents, including written submissions from the public;
  - (e) “*Audit Committee Bylaw*” means the Audit Committee Bylaw, 33M2020, as amended, or any bylaw enacted in its place;
  - (f) “*Board, Commission or Committee*” (“*BCC*”) means an external board, commission or committee to which *Council* makes one or more appointments, and includes the Assessment Review Board and the Subdivision and

Development Appeal Board;

- (g) “*Briefing*” means a communication from *Administration* that: does not seek any direction from *Council* or a *Council Committee*; from which no action will result; and which is intended to highlight information of interest to *Council* or a *Council Committee*;
- (h) “*Chair*” means the person elected or appointed to preside over meetings of *Council*, a *Council Committee* or a *BCC*, and includes the *Mayor* or *Deputy Mayor* when presiding at a *Council* meeting;
- (i) “*City*” means the municipal corporation of The City of Calgary having jurisdiction under the *Municipal Government Act* (“*MGA*”) and other applicable legislation;
- (j) “*City Clerk*” means the person holding the designated officer position established by Bylaw 73M94, the *City Clerk* Bylaw, or the employee of the *City* who has been delegated the authority to exercise the powers, duties, and functions of the *City Clerk* under this Bylaw;
- (k) “*City Clerk’s Office*” means the business unit of the *City* that is overseen by the *City Clerk* and that, among other things, supports legislative and governance services;
- (l) “*Chief Administrative Officer*” means the person holding the position established by Bylaw 52M2022, the *Chief Administrative Officer* Bylaw, or the employee of the *City* who has been delegated the authority to exercise the powers, duties, and functions of the *Chief Administrative Officer* under this Bylaw;
- (m) “*City Solicitor and General Counsel*” means the person holding the designated officer position established by Bylaw 48M2000, the *City Solicitor* Bylaw, or the employee of the *City* who has been delegated the authority to exercise the powers, duties, and functions of the *City Solicitor and General Counsel* under this Bylaw;
- (n) “*Closed Meeting*” means a meeting, or a portion of a meeting, held in the absence of the public;
- (o) “*Combined*” means a meeting of *Council* that contains a section for planning matters, in keeping with section 692 of the *Municipal Government Act*, and a section for *Regular Business* on its *Agenda*;
- (p) “*Consent Agenda*” means a group of items proposed for adoption by a single *Omnibus Motion*;
- (q) “*Corporate Record*” means the record of *Agendas*, minutes and other related meeting material which is dealt with by *Council* or a *Council Committee* for which the *City Clerk’s Office* provides legislative services;
- (r) “*Council*” means the *Mayor* and *Councillors* duly elected in the *City* and who continue to hold office;

- (s) "*Council Committee*" means a committee, board or other body established by a council under the *Municipal Government Act* but does not include an assessment review board established under section 454 of the *Municipal Government Act* or a subdivision and development appeal board established under section 627 of the *Municipal Government Act*;
- [MGA, s. 1(1)(f)]
- (t) "*Councillor*" means a *Member* duly elected as a *Councillor* under the *Municipal Government Act* to represent a ward of the *City*, who continues to hold office;
- (u) "*Deputy Mayor*" means the *Councillor* appointed by *Council*, in keeping with the *Municipal Government Act* and this Bylaw, to act as *Mayor* in the absence or incapacity of the *Mayor*;
- (v) "*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*;
- (w) "*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*;
- (x) "*Governance Document*" means a document, including a statute, the *Municipal Government Act*, or a *City* bylaw, including this Bylaw, that outlines a *Council Committee* or *BCC*'s structure and includes items such as eligibility criteria, composition, mandate, and term lengths;
- (y) "*Interpretation Act*" ("*IA*") means the *Interpretation Act*, RSA 2000, c. I-8, as amended, or any statute enacted in its place;
- (z) "*Local Authorities Election Act*" ("*LAEA*") means the *Local Authorities Election Act*, RSA 2000, c. L-21, as amended, or any statute enacted in its place;
- (aa) "*Majority*" with respect to *Quorum* means more than half of the appointed *Members*;
- (bb) "*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;
- (cc) "*Mayor*" means the *Member* duly elected as the Chief Elected Official under the *Municipal Government Act* who continues to hold office;
- (dd) "*Member*" means a *Member of Council* duly elected who continues to hold office, or a *Member of a Council Committee* duly appointed by *Council* to that *Council Committee*;
- (ee) "*Municipal Government Act*" ("*MGA*") means the *Municipal Government Act*, RSA 2000, c. M-26, as amended, or any statute enacted in its place;

- (ff) “*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:
  - (i) raises a significant issue affecting all or part of the *City*; or
  - (ii) directs *Administration* to undertake a significant amount of work in order to respond;
- (gg) “*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 the *City Auditor*;
- (hh) “*Omnibus Motion*” means a motion to place on the floor and adopt, without debate, the recommendations of two or more reports;
- (ii) “*Public Hearing*” means a hearing conducted under requirements of the *Municipal Government Act* where *Council* provides the opportunity to hear from people it is required to hear from and any other people who *Council* agrees to hear;
- (jj) “*Quorum*” means the number of *Members* entitled to vote who must be present in order to conduct a meeting, and is a *Majority* of the membership of the voting body, unless *Council* provides otherwise in a *Governance Document*;
- (kk) “*Regular*” 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 49 or 54;
- (ll) “*Regularly Scheduled Council Meetings*” include all *Council* meetings identified on the *Council Calendar* approved under section 18 of this *Bylaw* regardless of the identifying name of such meeting and for greater certainty includes *Regular Council* meetings, *Public Hearing* meetings of *Council*, *Strategic* meetings of *Council* and *Combined* meetings of *Council*;
- (mm) “*Remote Participation*” or “*Participating Remotely*” refers to a *Member* who attends a *Council* or *Council Committee* meeting in accordance with Appendix “E”;
- (nn) “*Strategic*” 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 may provide industry research, practices and procedures to support *Council’s* strategic discussion;
- (oo) “*Two-thirds Vote*” means two-thirds or more of the *Members* present and voting at a properly called meeting at which a *Quorum* is present;
- (pp) “*Unanimous Consent*” means a proposal for action on a matter that is brought before *Council* or a *Council Committee* without requiring a motion as provided for in this *Bylaw*. If *Unanimous Consent* is not provided, the proposal for action on a

matter may be brought forward as a motion;

- (qq) “*Urgent Business*” means those matters added by a vote of *Members* to a meeting *Agenda* once the meeting has commenced; and
- (rr) “*Vice-Chair*” means the person elected or appointed to preside or serve as a substitute for the *Chair* of a *Council Committee* or *BCC* when the *Chair* is absent or not available.

**Interpretation**

- 3. (1) Specific references to laws in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted and as they are amended or replaced from time to time, including successor legislation.
- (2) Specific reference to other bylaws of the *City* in this Bylaw are meant to refer to the current bylaws as passed by *Council* and as they are amended or replaced from time to time.
- (3) All schedules and appendices to this Bylaw form part of this Bylaw.
- (4) A specific statement or rule has greater authority than a general one. Headings are only for reference purposes.

**Applicability**

- 4. (1) This Bylaw applies to all meetings of *Council* and *Council Committees*. *Council Committees* established by *Council*, whether staffed by the *City Clerk* or not, are subject to the provisions of this Bylaw, unless *Council* has authorized them to establish their own procedures.
- (2) Despite section (1) above, this Bylaw does not apply to Business Improvement Areas.

**Authority**

- 5. (1) The *Chair*, in consultation with the *City Clerk*, may use the most recently published edition of Robert’s Rules of Order Newly Revised (“RONR”) to make a ruling on a question of procedure, to the extent that RONR is applicable to the question:
  - (a) if neither the *Municipal Government Act* nor this Bylaw resolves a question about procedure;
  - (b) if there is a conflict between two or more rules in this Bylaw; or
  - (c) if there is no specific rule on a matter.
- (2) Where the relevance or applicability of RONR is disputed, the *Chair* may make a ruling on a question of procedure, subject to an appeal by a *Member*, and may

rely upon *Council's* or *Council Committee's* practices and former decisions, including previous rulings, in doing so.

6. The rules contained in this Bylaw shall be used to facilitate the progress of meetings and shall be applied in the spirit of fairness, equality and common sense.

### **Suspension of Rules**

7. Subject to section 8, any rule contained in this Bylaw or RONR may be temporarily suspended by *Council* or a *Council Committee* on a case-by-case basis, by *Unanimous Consent* or by a *Majority Vote*.

### **Non-Suspendable Rules**

8. 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.

### **Majority Vote Required by Default**

9. Unless specified otherwise in this Bylaw, a motion passes when it receives a *Majority Vote*.

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

### **A – Council**

#### **Presiding at Council**

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

#### **Deputy Mayor and Deputy Mayor Roster**

11. (1) *Council*, annually at its Organizational meeting, held under the *Municipal Government Act*, 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 – Council Committee Establishment**

#### **Standing Policy Committees**

12. The following are established as Standing Policy Committees:
  - (a) Infrastructure and Planning Committee; and

- (b) Community Development Committee.

**Standing Specialized Committees**

- 13. The following are established as Standing Specialized Committees:
  - (a) Executive Committee;
  - (b) Intergovernmental Affairs Committee;
  - (c) Council Services Committee; and
  - (d) Nominations Committee.
- 14. The Audit Committee, established by the *Audit Committee Bylaw*, is designated as a Standing Specialized Committee for the purposes of this Bylaw.

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

- 15. *Council Committee* membership, *Chair* duties and functions are described in Appendices A and B.

**Other Council Committees Not Specifically Established By This Bylaw**

- 16. *Council* may establish other *Council Committees* in accordance with Appendix C, as are necessary or advisable for the orderly and efficient handling of the affairs of the *City*.

**Resolutions of Council Committees Not Binding**

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

## PART 3 - MEETING SCHEDULING

### (Dates, Times, & Notice)

#### **A – Scheduling of Meetings**

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

18. (1) Annually, at its Organizational meeting, *Council* will adopt a Council Calendar setting the dates of *Regularly Scheduled Council Meetings* and select regularly scheduled *Council Committee* meetings, as determined by the *City Clerk*, for the subsequent year.
- (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, unless additional meetings are scheduled, or the scheduling or location of meetings is changed.  
[MGA, s. 193(2)]
- (4) Meetings of *Council* that are identified in the Council Calendar may be categorized by type to assist *Administration* in preparing *Agenda* items for specific *Council* meetings and for the purposes of sections 49, 50, 51, 52 and 53 of this Bylaw (Standard Order of Business), but despite the use of any such category label or name, all meetings identified on the Council Calendar constitute *Regularly Scheduled Council Meetings*.

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

19. (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 change the scheduling or location of their respective meetings, or schedule additional meeting dates or times as required, by a vote of the body, in consultation with the *City Clerk*. The *City Clerk* must provide notice of the changes or additions as noted in section 23.
- (3) A scheduled *Council Committee* 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 of *Council* at any time in accordance with the *Municipal Government Act*.  
[MGA, s. 194]



**Other Council Committee Scheduling**

20. Other *Council Committees*, not scheduled on the Council Calendar, shall meet within eight weeks after the Organizational meeting of *Council* to set their annual meeting schedule. *Council Committees* for which the *City Clerk's Office* provides legislative services must consult the *City Clerk*, to minimize conflict between meetings and to ensure proper and timely notification of the public.

**Location of Meetings**

21. (1) Meetings of *Council* and *Council Committees* must be conducted in public unless all or part of a meeting is closed to the public to discuss a matter that is subject to exception from disclosure in the *Access to Information Act*.  
[MGA, ss. 197(1), 197(2)]
- (2) Meetings of *Council* must ordinarily be held in the Council Chamber in the Municipal Building.
- (3) Meetings of *Council Committees* must ordinarily be held in the Municipal Complex.
- (4) Meetings of *Council* and *Council Committees* may be conducted by electronic means, as long as:
- (a) the electronic means for conducting the meeting are those set out in Section E.2 of this Bylaw;
  - (b) the public is able to access the meeting in person or remotely to observe or participate where permitted by this Bylaw or a *Council Committee's Governance Document*;
  - (c) information that is required to be publicly available is published on the *City's* website for the general public, including a schedule of *Regularly Scheduled Council Meetings* and *Council Committee* meetings, and notices of meetings that are not regularly scheduled, as well as meeting *Agendas* and meeting minutes;
  - (d) the number of *Members* of *Council* or the *Council Committee* present at the meeting in person and *Participating Remotely* constitute *Quorum*; and
  - (e) *Members* of *Council* or the *Council Committee* participating in the meeting may be seen when speaking, or when called upon by the *Chair*.
- (5) Despite sections (2) and (3) above, *Council* or a *Council Committee* may by resolution change the location of one of its meetings provided that:
- (a) notice of the change must be given pursuant to the requirements of section 23 of this Bylaw;  
[MGA, ss. 193(3), 195]
  - (b) the location cannot be outside the Calgary city limits; and

- (c) the location must have public access, free from admission charge.

**Use of Council Chambers**

- 22. 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 Changes to Meeting Schedules and Locations**

- 23. The *City Clerk* must notify *Members* and the public no less than 24 hours in advance, when *Council* changes the date, time or place of a *Regularly Scheduled Council Meeting* and *Council Committee* meeting. Notice is sufficient when given by email to *Members*, and by updating the *City’s* website.

[MGA, ss. 193, 196]

**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 members of the public 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.

**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.

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

- (b) is not required to vacate the *Chair* position 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* position in order to make a motion and must remain out of the *Chair* position until the item, including any associated bylaw readings, has been concluded.

### **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 *Member* 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**

### **Member Responsibilities**

27. (1) *Members* must keep their comments relevant to the issue at hand.
- (2) 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.
- (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.

### **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.

### **Meetings by Electronic Means and Remote Participation**

30. (1) *Council* and *Council Committee* meetings may be conducted by electronic means, and a *Member* may on occasion *Participate Remotely* in *Council* or *Council Committee* meetings, in accordance with the procedures set out in Appendix E.

[MGA, s. 199(2)]
- (2) *Public Hearings* under Part 17 of the *Municipal Government Act* must be conducted in a way that allows for participation by electronic means.

[MGA, s. 199(2.1)]

## **C – Members of the Public**

### **Conduct of Members of the Public**

31. In order to ensure a safe and respectful meeting environment, those seated in the public gallery or participating remotely at *Council* or *Council Committee* meetings must not spontaneously applaud, display signs or engage in any behaviour which may be disruptive, disrespectful or intimidating to others.

[MGA, ss. 198, 216.3]

### **Participation by Members of the Public**

32. (1) Participation by members of the public is permitted only during:
  - (a) *Public Hearings*; and
  - (b) Standing Policy Committee meetings.
- (2) Despite subsection (1), *Council* and *Council Committees* can decide by *Majority Vote* to hear from members of the public who may not have been given advance notice of the opportunity to speak to matters on the *Agenda*.
- (3) 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, ss. 216.4, 692]

- (4) When a Standing Policy Committee is considering proposed recommendations on matters contained in their *Agendas*, the Standing Policy Committee must hear from members of the public who wish to speak to those matters, prior to debating the proposed recommendations.
  - (5) 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 in favour, against, and neither, to the extent that is practicable.
33. When making a submission to *Council* or to a *Council Committee*, a member of the public must:
- (a) speak only when called upon by the *Chair*;
  - (b) abide by the rules of conduct in section 31 and abide by the *Chair's* direction regarding participation;
  - (c) refrain from disclosing personal information of third parties, other than those that the member of the public is representing;
  - (d) limit their comments to the matter contained in the report and the recommendations being discussed;
  - (e) 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
  - (f) not engage in argument with *Members*.
34. Despite section 45, individuals who speak at a *Public Hearing* or a meeting of a Standing Policy Committee may, with the consent of the *Chair*, provide written presentation material to be included in the *Corporate Record* for the meeting. Noting *Council's* expectation of respectful meeting proceedings, *Council* or a Standing Policy Committee may move to exclude from the *Corporate Record* any written presentation materials deemed to be offensive, whether or not the written presentation material is deemed to be of legal concern.
35. 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*.
36. 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, ss. 198, 216.3]

**D – Administration**

**Participation – Officers of Council**

37. (1) The *Chief Administrative Officer* and the *City Solicitor and General Counsel* must attend all meetings of *Council*.
- (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.

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

**A – Agendas**

**Council Meeting Agenda Setting**

38. (1) The items on the *Agenda* for a meeting of *Council* must be set by the *City Clerk* and the *Mayor* seven calendar days prior to the meeting, unless the meeting was called with less than one week notice.
- (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 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 40.

**Council Committee Meeting Agenda Setting**

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 40.
- (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 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 40.

### Agenda Submission Deadlines

40. (1) *Agenda* 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 12:00 p.m. (noon), eight days before the meeting. *Agenda* submissions received after the deadline must be placed on the next *Agenda* of the respective body for which the submission deadline has not passed.
- (2) When the deadline for *Agenda* submissions falls on a Saturday, Sunday or statutory holiday, *Agenda* submissions must be received by the *City Clerk* no later than 12:00 p.m. (noon) on the next business day.

[IA, s. 22(1)]
- (3) Items placed on *Council* and *Council Committee Agendas* must ordinarily follow the Order of Business as listed in sections 49 to 55; however, *Administration* or a *Member* may request that *Council* or the *Council Committee* consider a matter at a specific time during a *Council* or a *Council Committee* meeting.
- (4) A request by a *Member* or *Administration* made under subsection (3) must be submitted to the *City Clerk* in writing no later than the *Agenda* submission deadline, and state the reason that the matter needs to be considered at a specific time.

### Communications from the Public

41. Written and audio-visual submissions from the public about an advertised *Public Hearing* matter are subject to the following:
  - (a) written and audio-visual submissions must be received no later than 12:00 p.m. (noon) eight days before the meeting;
  - (b) written submissions received pursuant to section (a) must be included in the *Agenda* materials and published on the *City's* website;
  - (c) written submissions that include personal information of third parties not being represented by the member of the public may be redacted or not included in the *Agenda*; and
  - (d) written submissions must become part of the *Corporate Record* and a matter of public record.

42. Written and audio-visual submissions from the public about a report on a Standing Policy Committee *Agenda*:
- (a) must be received no later than 12:00 p.m. (noon) two days before the meeting;
  - (b) must be distributed during the meeting and published on the *City's* website;
  - (c) written submissions that include personal information of third parties not being represented by the member of the public may be redacted or not included in the *Agenda*; and
  - (d) written submissions must become part of the *Corporate Record* and a matter of public record.
43. Written submissions must be in a form which can be reproduced in the written record of the meeting and must be provided to the *City Clerk* in accordance with methods determined by the *City Clerk* for written submissions, and which are listed in the advertisement for a *Public Hearing* or which are publicly available on the *City's* website.
44. Audio-visual submissions must not exceed five minutes in length, must be provided to the *City Clerk* in accordance with methods determined by the *City Clerk* for audio-visual submissions and must be presented by the submitter at the *Public Hearing* or Standing Policy Committee meeting for which they have been submitted.
45. No written or audio-visual submissions from the public will be accepted by the *City Clerk* after the deadlines set out in sections 41 and 42, and they will not be provided by the *City Clerk* to *Council*.
46. (1) A *Public Hearing* submission or communication received by the *City Clerk* may be withheld if it fails to:
- (a) clearly set out the matter at issue or the request;
  - (b) use respectful language; or
  - (c) contain the requestor's name and a method of contact.
- (2) The *City Clerk* may exclude any public submission from *Agenda* materials or from distribution at a meeting if, in consultation with the *City Solicitor and General Counsel*, such submission:
- (a) is deemed to constitute hate speech as defined by the *Criminal Code*, RSC 1985, c C-46, as amended;
  - (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 *Alberta Human Rights Act*, RSA 2000, c A-25.5;
  - (c) is deemed to be defamatory; or



- (d) contains third-party personal information and that third-party is not being represented by the speaker or submitter.

**Provision of Agendas**

- 47. The *City Clerk* must provide copies of *Agendas* for meetings of *Council* and for *Council Committees* that the *City Clerk's Office* provides legislative services for as follows:
  - (a) delivered electronically to *Members* and *Officers of Council* no later than 24 hours after the *Agenda* is approved by the *Chair*; and
  - (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* and *Officers of Council*.
- 48. The *City Clerk* is authorized to distribute confidential *Agenda* materials to *Members* and *Officers of Council* as appropriate. *Officers of Council* must notify the *City Clerk* when a limited distribution to *Officers of Council* is appropriate for select confidential items, provided that the limited distribution does not exclude *Members*.

**B – Order of Business**

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

49. *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 of Council, Administration and Committees;
  - Consent Agenda items selected for debate;
  - Officers 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 of Council, Administration and Committees; and
  - Urgent Business;
- Administrative Inquiries;
- Briefings; and
- Adjournment.

50. *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*
- Reports for Public Hearing;
  - Postponed reports (*includes related/supplemental reports*);
  - Calgary Planning Commission reports; and
  - Other reports;
- Begin Regular Portion*
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers of Council, Administration and Committees;
  - Consent Agenda items selected for debate;
  - Officers 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 of Council, Administration and Committees; and
  - Urgent Business;
- Administrative Inquiries;
- Briefings; and
- Adjournment.

51. *Council – Public Hearing meetings*

- Call to order;
- Opening remarks;
- Recognitions;
- Question period;
- Confirmation of Agenda;
- Consent Agenda;
  - Deferrals and Procedural requests;
- Reports for Public Hearing;
  - Postponed reports (*includes related/supplemental reports*),
  - Calgary Planning Commission reports, and
  - Other reports;
- Reports not requiring Public Hearing;
  - Consent Agenda items selected for debate;
  - Postponed reports (*includes related/supplemental reports*);
  - Items from Officers of Council, Administration and Council Committees;
  - Bylaw tabulations; and
  - Miscellaneous business;
- Urgent Business;
- Administrative Inquiries;
- Briefings; and
- Adjournment.

54. *Council Committee – Regular meetings*

- Call to order;
- Opening remarks;
- Confirmation of Agenda;
- Confirmation of minutes;
- Consent Agenda;
  - Procedural requests;
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers of Council, Administration and Committees;
  - Consent Agenda items selected for debate;
- Urgent Business;
- Confidential items;
  - Consent Agenda items selected for debate
  - Items from Officers of Council, Administration and Committees, and
  - Urgent Business;
- Briefings; and
- Adjournment.

52. *Council – Special meetings*

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

53. *Council – Strategic meetings*

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

55. *Council Committee – Executive Committee*

- Call to order;
- Opening remarks;
- Confirmation of Agenda;
- Confirmation of minutes;
- Consent Agenda;
  - Procedural requests;
  - Notice(s) of Motion;
- Postponed reports (*includes related/supplemental reports*);
- Items from Officers of Council, Administration and Committees;
  - Consent Agenda items selected for debate;
- Urgent Business;
- Confidential items;
  - Consent Agenda items selected for debate;
  - Items from Officers of Council, Administration and Committees, and
  - Urgent Business;
- Briefings; and
- Adjournment.

**Call to Order With Quorum**

56. 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**

57. (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 the recess using electronic communication;
  - (b) the *City Clerk* must notify the public of the recess; and
  - (c) the *City Clerk* must notify the public 15 minutes prior to the meeting commencing.

**Loss of Quorum During a Meeting**

58. 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 five 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**

59. 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*; or
  - (b) to a special meeting of the body, called to dispose of the unfinished business.

**Pecuniary Interest, Conflict of Interest and Perceived Conflict of Interest**

60. (1) 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)]

(2) A *Member* who may have a conflict of interest or perceived conflict of interest in a matter before *Council* or a *Council Committee* may:

- (a) disclose the general nature of the conflict of interest or perceived conflict of interest; and
- (b) may leave the meeting before debate if required and return after the vote is declared.

[MGA, s. 172.1]

### Question Period

- 61. (1) At *Council* meetings only, the period identified in the Order of Business as question period is the time set aside for *Members* to ask *Administration* questions.
- (2) The *Member* must advise the *Chair* and *Administration* of the question in advance of the meeting whenever possible.
- 62. (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 78.
- 63. A question asked during question period must not introduce a motion for consideration.
- 64. No *Member* shall be allowed to ask more than one question.
- 65. Notwithstanding section 64, a *Member* may ask a supplementary question to clarify the original question.
- 66. (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 15 minutes, that matter may be concluded.
- 67. The name of the *Member* 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**

68. (1) Once a *Council* or a *Council Committee Agenda* is provided to *Members* as set out in section 47, it is the property of the voting body.
- (2) Changes or deletions from a *Council* or *Council Committee Agenda* and its Order of Business may be considered at the meeting through motions to amend the *Agenda* during Confirmation of Agenda.
- (3) A *Member* may propose that an *Agenda* item be considered at a specific time during a *Council* or *Council Committee* meeting or following another *Agenda* item.
- (4) *Council* may consider the postponement or referral of items during Confirmation of Agenda, or when the requirements for introducing secondary motions are met.
- (5) *Council Committees* may consider the postponement of items during Confirmation of Agenda, or when the requirements for introducing secondary motions are met.
- (6) The *Agenda* and any amendments to it must be confirmed by *Majority Vote*.
- (7) A decision by *Council* or a *Council Committee* to confirm an *Agenda* cannot be reconsidered.

**Addition of Urgent Business to an Agenda**

69. (1) A *Member* may make a motion to add *Urgent Business* to a *Council* or *Council Committee* meeting *Agenda* after the meeting has commenced.
- (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 by a *Member* to the *City Clerk* and the *Chair* in advance of the meeting.
- (4) The *Chair* may provide a recommendation to *Council* or the *Council Committee* on whether the matter is urgent or not, prior to the vote on the motion to add the matter as *Urgent Business*.

**Recognitions Made During Council Meetings**

70. (1) Recognitions may be added to the *Agenda* of a *Regular, Public Hearing* or *Combined* meeting of *Council* by the *City Clerk*, in accordance with the *Recognitions by Council Policy*.
- (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*.

**Consent Agenda**

71. A *Consent Agenda* is moved and voted upon without debate in an *Omnibus Motion*, regardless of the number of reports included.
72. (1) A *Council Consent Agenda* must not include proposed bylaws. [MGA, s. 187(1)]
- (2) A *Council Consent Agenda* may include:
- (a) reports, including confidential reports containing approved *Council Committee* recommendations, regardless of whether or not the approval at *Council Committee* was unanimous;
  - (b) deferral requests; and
  - (c) procedural requests.
- (3) For the purposes of subsection (2):
- (a) a deferral request is a request from *Administration* for an item, that *Council* has previously directed be brought to a *Council* or a *Council Committee* meeting by a specific date, to be deferred to a later meeting. For a deferral request:
    - (i) *Administration* must provide a written submission, setting out work done to date, the work that is not complete and the anticipated return date of the completed work to a meeting of *Council* or *Council Committee*; and
    - (ii) the request for a deferral must be included in the item title, and must specify the meeting and date in which the item will be brought before *Council* or *Council Committee*;

and
  - (b) a procedural request is a request to address a procedural issue, such as a change to a recess time or length, and includes a change to the *Council* calendar. For a procedural request:
    - (i) a written report is not required; and
    - (ii) the nature of the request must be included in the item title.
73. A *Council Committee Consent Agenda* may include:
- (a) Procedural requests specific to the business of the *Council Committee*;
  - (b) reports that will not be forwarded to *Council*;
  - (c) reports which are part of a process of regular periodic reporting; and

(d) a *Notice of Motion* but only at Executive Committee.

74. As Standing Policy Committees 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

75. 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*.

76. Reports in a *Consent Agenda* which have been selected for debate will be excluded from the *Omnibus Motion* and will be addressed individually under the appropriate section for 'Consent agenda items selected for debate' in the relevant Standard Order of Business for the meeting in Part 5, Division B, of this Bylaw.

### Administrative Inquiries

77. (1) A *Member* may make an *Administrative Inquiry* at a *Council* meeting in a form established by the *City Clerk*. The *Administrative Inquiry* must be submitted to the *City Clerk* prior to or during a 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.

(3) The *City Clerk* may read the *Administrative Inquiry* aloud immediately prior to adjournment if requested by a *Member*.

### Responses to Administrative Inquiries

78. (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 \$4000, *Administration* must provide such a report to the *City Clerk* for inclusion in a future *Agenda* of *Council* for which the submission deadline has not passed, prior to proceeding with the investigation necessary to answer the *Administrative Inquiry*.

(4) Upon receiving a report 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

79. (1) A *Member* who will be absent from a *Council* meeting must provide written notice to the *Chair* and the *City Clerk* prior to commencement of the meeting. The notice shall be in a form established by the *City Clerk* and include the reason for the absence as either *Council* business or personal matters.
- (2) A motion to excuse one or more *Members* of *Council* absent for personal matters for the whole of a *Council* meeting is discretionary and may be adopted prior to adjournment by a *Majority Vote* or at any time prior to the last meeting that would result in the *Member* being disqualified under the *Municipal Government Act*.  
[MGA, s. 174(2)]
- (3) A *Member* of *Council* who is absent by reason of other *Council* business at the direction of *Council*, which includes participation in meetings or activities of a *Council Committee* or *BCC* to which the *Member* of *Council* is appointed by *Council*, is not considered to be absent.  
[MGA, s. 174(3)]

### Flow of Agenda Items

80. The flow of each *Council* and *Council Committee* Agenda item is ordinarily:
- (a) introduction of the item by *Administration*, representatives of *Council Committees*, *BCCs*, or other individuals invited to support *Administration's* introduction of the item, if required;
- (b) where required or allowed by the *Municipal Government Act* or this Bylaw, submissions from the public;
- (c) questions of clarification from *Members* to *Administration*, representatives of *Council Committees*, *BCCs*, or other individuals invited to support *Administration's* introduction of the item. 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;
- (d) a main motion is made by a *Member*;
- (e) the main motion, if in order, is stated by the *Chair* or displayed;
- (f) debate (once per *Member*);
- (g) mover responds to questions raised in debate;
- (h) before the debate is closed and the vote called, a *Member* may request a division of the vote or ask a question which relates directly to the debate, contains no argument, and introduces no new material on the motion;

- (i) vote; and
  - (j) bylaw readings, if required.
81. Despite sections 68 and 116, *Council* may postpone or refer an *Agenda* item, and *Council Committee* may postpone an *Agenda* item, prior to a main motion being made.

**Standard Recess Times**

82. Meetings must recess without a motion being required for the periods stipulated below, which can be modified by *Unanimous Consent* or by a *Majority Vote* when desired:
- (a) *Council* meeting recesses:
    - (i) for 75 minutes at 12:00 noon;
    - (ii) for 30 minutes at 3:15 p.m.; and
    - (iii) for 75 minutes at 6:00 p.m.
  - (b) *Council Committee* recesses:
    - (i) for 60 minutes at 12:00 noon;
    - (ii) for 30 minutes at 3:15 p.m.; and
    - (iii) for 60 minutes at 6:00 p.m.

**End of Day Recess**

83. If still in session, meetings of *Council* and *Council Committees* must recess at 9:30 p.m. whether or not the Order of Business is complete.
84. Despite section 83, the time for the end of day recess at 9:30 p.m. can be modified by a *Two-thirds Vote* when desired.
85. Meetings of *Council* and *Council Committees* shall reconvene at 1:00 p.m. on the next available business day, as a continued meeting, to complete the unfinished business remaining on their *Agendas* at the time of recess, unless otherwise directed by *Council* or *Council Committee*.

**C – Closed Meetings**

86. 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, ss. 197, 198]
87. The only matters that can be considered in *Closed Meetings* are matters pertaining to one of the exceptions to disclosure in Part 1, Division 2 of the *Access to Information Act*.  
[MGA, s. 197(2)]

88. 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 *Access to Information Act* which provides the legislative authority to discuss the item(s) in a *Closed Meeting*.
- [MGA, s. 197(4)]
89. (1) *Members of Administration*, as deemed necessary by the *Chief Administrative Officer*, or delegate, may attend a *Closed Meeting* of *Council* or of a *Council Committee* unless *Council* or the *Council Committee* directs otherwise.
- [MGA, s. 197(2)]
- (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 section (1) above, 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.
- [MGA, s. 197(6)]
- (3) *Council* or a *Council Committee* when holding a *Closed Meeting* may at any time direct that a person, other than a *Member*, or the *City Clerk* leave the *Closed Meeting*.
- [MGA, s. 197(6)]  
[*City Clerk Bylaw 73M94*, s. 12]
- (4) After the *Closed Meeting* discussions are completed, the *City Clerk* must notify members of the public that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- [MGA, s. 197(5)]
90. For all confidential items, *Administration* must recommend a date by which the item should be reviewed for consideration of public release, excepting items marked by solicitor-client privilege.
- [MGA, s. 197(2)]
91. (1) For all confidential items which *Council* has directed be reviewed for consideration of public release by a specific date, the *City Clerk* shall:
- (a) post the title of the item and the review by date on the *City's* website; and
  - (b) forward the item to the General Manager of the responsible department, or their delegate, no later than 30 days prior to the date specified by *Council* for a decision on public release, or to set a new review date.
- (2) For confidential items for which a General Manager or their delegate has set a new review date pursuant to subsection (1)(b):

- (a) the *City Clerk* shall post the revised review date on the *City's* website; and
  - (b) the procedure set out in subsections (1)(a) and (b) above will be followed for the revised review date.
  - (3) Where *Council* has directed that a confidential item be reviewed by a specific date, *Council* or a General Manager may subsequently change that date, and such a change does not require an amendment of a previously adopted motion.
92. (1) The rules of *Council* and *Council Committees* apply to *Closed Meetings*.
- (2) Despite section (1) above, *Council* or a *Council Committee* must not vote in a *Closed Meeting* except on a resolution to revert to a meeting held in public.  
[MGA, s. 197(3)]
- (3) Despite section 80(c), and subject to section (2) above, there are no limits on the length of a *Member's* questions or discussion at a *Closed Meeting*.

**D – Public Hearing Procedures**

93. In making decisions that the *Municipal Government Act* identifies as requiring *Council* to hold a *Public Hearing*, *Council* must hold a *Public Hearing* in accordance with the provisions below.  
[MGA, s. 216.4]
94. (1) 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 any other person(s) who wishes to make representations and who the *Council* agrees 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.
- (2) A person, group of persons or person representing them who wishes to address *Council* under subsection (1) 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, ss. 216.4, 199(3)(c)]
- (3) The *City Clerk's Office* will provide information related to meetings of *Council* and *Council Committees* to persons wishing to address *Council* under

subsection (2) above by making it available electronically on the *City's* public website.

[MGA, ss. 216.4, 199(3)(c)]

- (4) To facilitate the efficiency of a *Public Hearing*, the *Chair* may direct that multiple speakers make their submissions in a single panel. 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 seven minutes to ask questions of the entire panel. The panels of speakers will rotate between those registered as in favour, against and neither, to the extent that is practicable.
  - (5) A speaker cannot transfer any of their speaking time to another speaker.
95. *Council* must not ask questions of *Administration* until the *Public Hearing* on a matter has concluded.
96. Despite section 95, *Council* may, by *Unanimous Consent* or *Majority Vote*, reopen a *Public Hearing* which has been concluded, provided that the *Public Hearing* is re-opened at the same meeting of *Council* or is scheduled for another specific meeting of *Council* in the future.
97. The vote on a proposed bylaw or resolution for which a *Public Hearing* has been held must comply with the following:
- (a) a *Member* must abstain from voting on the bylaw or resolution if the *Member* was absent from all of the *Public Hearing*; and  
[MGA, s. 184(a)]
  - (b) a *Member* may abstain from voting on the bylaw or resolution if the *Member* was only absent from a part of the *Public Hearing*.  
[MGA, s. 184(b)]

**Flow of Agenda Items – Public Hearings**

98. (1) The flow of each *Public Hearing* item must be the same as for *Council* and *Council Committee* meetings, except that after *Administration's* introduction of the item, the *Chair* will open the *Public Hearing* and call upon members of the public 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, to the extent that is practical.
- (2) After all members of the public set out in subsection (1) above have been heard, the *Chair* will close the *Public Hearing* and proceed to questions of clarification from *Members* to *Administration* and subsequent steps for *Agenda* items that are set out in section 80.

- (3) The *Chair* may recall the proponent or applicant or other speakers to allow *Council* to ask additional questions of clarification, if required. Recalling the proponent, applicant or other speakers for clarification may only be done while the *Public Hearing* is open.

**E – Bylaws**

**Proposed Bylaws**

- 99. (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 *Municipal Government Act* 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**

- 100. (1) *Council* must give each bylaw three distinct and separate readings by having the *Chair* state the title or identifying number of the bylaw at each reading of the bylaw.

[MGA, ss. 187(1), 187 (5)]
- (2) A bylaw is passed after it receives three readings and is signed by the *Chair* and *City Clerk*.

[MGA, s.189]
- (3) For the purposes of subsection (1), a signature may be affixed to a bylaw by mechanical or electronic means.

[MGA, s. 213(5)]
- 101. Before first reading, *Council* may debate the substance of a proposed bylaw.
- 102. After first reading and before second reading is given, *Council* may propose and consider motions to amend a proposed bylaw.
- 103. If amendments to a proposed bylaw are adopted by *Council*, subsequent votes on second reading, authorization for third reading, and third reading of the proposed bylaw must be called so that they reference the bylaw as amended.

**Authorization for Three Readings at One Meeting**

104. (1) A proposed bylaw must not have more than two readings at a *Council* meeting unless the *Members* present unanimously agree to consider third reading.  
[MGA, s. 187(4)]
- (2) If a vote on authorization for third reading of a proposed bylaw is not adopted unanimously, *Council* must not give more than two readings to the proposed bylaw and 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.  
[MGA, s. 187(4)]

**No Readings or Failure of a Reading**

105. (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 *City Clerk* will file the proposed bylaw as 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 published in a *Council Agenda*, the *City Clerk* will file the proposed bylaw as abandoned.
- (4) Subject to the *Land Use Bylaw*, 1P2007, as amended, 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**

106. A main motion may arise from recommendations made by:
- (a) *Administration*;
  - (b) the *Returning Officer*;
  - (c) the *City Auditor*;
  - (d) a *Council Committee*; or
  - (e) a *Member* through a *Notice of Motion*.
107. Despite section 106, a *Member* may:

- (a) move a main motion from recommendations made by *Administration*, the *Returning Officer*, the *City Auditor*, a *Council Committee*, or a *Member* through a *Notice of Motion* in an amended form; or
  - (b) move a main motion without notice respecting an item on an *Agenda*.
108. (1) Best efforts must be made to ensure that recommendations and proposed resolutions are concise, unambiguous, and do not compete with previously adopted *Council* 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 made during the meeting.
- (3) The input of *Administration* should always be incorporated into motions, so as to ensure that any legal, financial and operational impacts are professionally addressed.
109. (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 *Council Committee* meeting, and no debate on it will commence until it is moved.
110. The *Chair* may rule that a motion is out of order if it violates the *Municipal Government Act*, this Bylaw, or any other applicable legislation. When ruling that the motion is out of order, the *Chair* must cite the provision that would be violated by the motion.

### **Briefings**

111. (1) *Briefings* are not debatable, may not be the subject of questions and *Briefings* included in a *Council Committee Agenda* must not be forwarded to *Council*.
- (2) Despite section (1) above, a *Council Committee* may, on a motion by a *Member*, direct that a *Briefing* be forwarded to *Council*.

### **Request to have a motion read**

112. (1) A *Member* may request that a motion be read, as long as the request does not interrupt a *Member* speaking.
- (2) The *City Clerk* shall, if requested by a *Member*, read the motion aloud for clarification after it has been seconded.

### **Debate on Motions**

113. 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**

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

**Debate on Motions**

115. 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 all secondary motions, when provided for in Appendix D; and
  - (c) three minutes for the *Member* who moved the main motion to respond to questions raised during debate.

**B – Secondary Motions**

116. When a main motion has been made and is being considered, a *Member* may make a secondary motion (Appendix D).

**C – Notice of Motion**

117. (1) A *Member*, wishing to introduce a *Notice of Motion* for consideration, must provide the *Notice of Motion* electronically to the *City Clerk*.
- (2) The *City Clerk* must place the *Notice of Motion* on the *Consent Agenda* of the next Executive Committee *Agenda* for which the submission deadline has not passed.
- (3) The Executive Committee will:
- (a) conduct a technical review of the *Notice of Motion*, which includes a review of financial and other resource capacity, legal implications, technical content, procedural matters, and urgency rationale, if needed;
  - (b) forward the *Notice of Motion* to *Council* or refer it back to the *Member* with instructions; or
  - (c) reject the *Notice of Motion*.
- (4) Despite section (2) above, a *Notice of Motion* may be brought as *Urgent Business* to a *Council* meeting in accordance with section 69, however, such an item may only be added to the *Agenda* by *Two-thirds Vote*.

**D – Motions Without Notice**

**Waive Notice of Motion**

118. When a *Member* introduces a main motion without notice at a *Council* meeting that does not relate to an existing item on the *Agenda*, the main motion must meet the conditions for adding an item of *Urgent Business*.

**Motions Arising Out of Main Motions**

119. (1) A motion arising:
- (a) is directly related to and arises from a main motion which has just been considered; and
  - (b) must be made before another item is in front of the meeting.
- (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, including professional, legal, or financial input, must be submitted by *Notice of Motion*.
- (4) A motion arising is not in order at *Council Committee* meetings.

**E – Bring Back Motions**

120. A *Member* may bring a motion back before *Council* or *Council Committee* through a motion to reconsider a motion, to rescind or amend something previously adopted, or to renew a previously defeated motion, as set out in Appendix H.

**F – Voting**

**Requirements to Vote**

121. 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 a *Public Hearing*, or due to a conflict of interest or perceived conflict of interest.

[MGA, ss. 170, 172.1(2), 182, 183(1), 184]

**Voting Method**

122. (1) Voting at *Council*, and *Council Committee* meetings for which the *City Clerk's Office* provides legislative services, shall be captured using an electronic voting system.
- (2) The tally of votes on a motion shall be displayed in the meeting room once all

votes have been placed.

- (3) Despite section (2) above, an electronically displayed vote is not final until the *Chair* announces the result of the vote.
- (4) When electronic voting is not possible, the *City Clerk* shall take a voice vote.
- (5) When a motion is put to a vote, a *Member* may not speak on, or make a motion on the matter.
- (6) Despite section (5) above, the *Chair* may cancel the voting process due to technical or administrative issues that arise, but the voting process must be restarted and completed without debate from *Members*.

### Balloting

123. (1) At a meeting at which *Council* nominates or appoints individuals to serve on *Council Committees*, or elects *Council Committee Chairs* or *Vice-Chairs*, a vote by secret ballot to select candidates may be conducted in accordance with requirements of the *Municipal Government Act*, and pursuant to procedures set out in Appendix F, if the selection of candidates by acclamation or unanimous consensus is not possible.

[MGA s. 185.1(2)]
- (2) The election, nomination or appointment of individuals selected through a vote by secret ballot pursuant to section (1) above must be confirmed by a resolution of Council.

[MGA s. 185.1(2)]

### Vote Result

124. Immediately after announcing the result of the vote, the *Chair* announces the next item of business, unless there are bylaw readings or a motion arising.
125. A motion shall be declared lost when it:
  - (a) does not receive a *Majority Vote*;
  - (b) does not receive a *Two-thirds Vote* where required by this Bylaw; or
  - (c) receives a tie vote.

### Changing a Vote

126. (1) If a *Member* requests to change their vote, and the requested change does not alter the vote result, the request must be done before any other business begins and may be granted by *Unanimous Consent* or *Majority Vote*.
- (2) If a *Member* requests to change their vote, and the requested change would alter the vote result, the *Member* may only move to reconsider the original vote before any other business begins.

**PART 7 – SPECIAL PROCEDURES**

**A – Council’s Organizational Meeting**

127. The business of the annual organizational meeting of *Council* 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, another City bylaw, *Council* or the *City Clerk*.
128. The *City Clerk* must set the date, time and place for the organizational meeting and such meeting must not be later than 14 days after the 3<sup>rd</sup> Monday in October.  
[MGA, s. 192(1)]
129. *Members of Council Committees* and *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 Standing Policy Committees at the Organizational Meeting**

130. (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 Standing Policy Committee for the following year. The *Mayor* is an *Ex-Officio Member* of the pro-tem (temporary) membership committee.
- (2) After receiving the recommendations of the pro-tem (temporary) membership committee, *Council* must appoint the *Councillors* to sit on each Standing Policy Committee, having regard to the preferences expressed by the *Councillors* and to the best interests of the *City*.

**Oath of Office**

131. 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*, RSA 2000, c. O-1, as amended, has been administered to the *Mayor*.
132. 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*, RSA 2000, c. O-1, as amended.

133. *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**

134. (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 Calgary Planning Commission meetings and a special *Council* meeting in accordance with section 19(4) of this Bylaw.

[MGA, s.194]

### **B – Reporting Through Committee to Council**

135. A *Council Committee* 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 the *Council Committee* and proceed to *Council* by the specified date.
136. At a *Council Committee* meeting, a recommendation of *Administration* contained in a report may be:
- (a) approved as is;
  - (b) approved as amended or replaced by another related recommendation of the *Council Committee*; or
  - (c) defeated.
137. A *Member* may bring a defeated *Council Committee* main motion to a future *Council* meeting as a *Notice of Motion*.

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

### **A – Agendas**

138. *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*.

### **B – Minutes**

139. (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, ss. 213(1), 213(5)]  
[City Clerk Bylaw 73M94, s. 6]

140. The *City Clerk* must maintain custody of the minutes of every *Council* and *Council Committee* meeting for which the *City Clerk's Office* provides legislative services, and distribute a copy to each *Member* in a subsequent *Agenda* for confirmation.
141. The minutes of every *Council* and *Council Committee* meeting for which the *City Clerk's Office* provides legislative services must record:
- (a) the names of the *Members* present at the meeting;  
[MGA, s. 208(1)(a)(ii)]
  - (b) the decisions of *Council* and *Council Committees*;
  - (c) the names of the *Members* who voted for and against a motion for all votes including any requested recorded votes;  
[MGA, s. 185(2)]
  - (d) the names of any *Members* who abstained from voting and the reasons for the abstention, such as the general nature of a Pecuniary Interest, conflict of interest or perceived conflict of interest declared by a *Member*, or their absence from a part of a *Public Hearing*;  
[MGA, ss. 172(5), 172.1(3), 183(1), 184]
  - (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*;  
[MGA, ss. 208(1)(a)(iv), 216.4(6)]
  - (f) the names of any person, group of persons or person representing them who have spoken on a matter at a meeting of *Council* or a *Council Committee*, except for members of *Administration*;
  - (g) the distribution of additional material received at *Council* and *Council Committee* meetings, to form part of the *Corporate Record*;
  - (h) the names of any *Members* who have asked a question during question period, and the topic of the question;
  - (i) the sections of the *Access to Information Act* that apply to an *Agenda* item being discussed in a *Closed Meeting* and, if the decision of the *Members* is for *Agenda* materials to remain confidential, then the minutes must record a date when the *Agenda* materials will be reviewed for potential release as public documents;
  - (j) reasons for *Members'* absences from *Council* meetings – either “Council Business” or “Personal”; and
  - (k) the names of the *Members* who *Participated Remotely*, and whether such *Remote Participation* was for the whole meeting or part of the meeting.

**Corrections to Minutes**

- 142. (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, the recording of that meeting must be used to decide the question.
- (4) Only minor changes may be made to motions recorded in the minutes after a meeting in order to correct errors in grammar, spelling, formatting and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change must be allowed which would alter or affect, in a material way, decisions made by *Council* or *Council Committees*.

**C – Bylaws as a Corporate Record**

**Following Third Reading of a Bylaw**

- 143. (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. 7]
- (2) Despite section (1) above, 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**

- 144. The *City Clerk* may consolidate bylaws when, in the *City Clerk's* opinion, it would be convenient to do so, and in making a consolidation of a bylaw must:

[City Clerk Bylaw 73M94, s. 10]

- (a) incorporate all amendments to the bylaw into one bylaw; [MGA, s. 69(2)(a)]
- (b) omit from the consolidated bylaw a provision that has been repealed or that has expired; and [MGA, s. 69(2)(b)]
- (c) retain the original bylaw and all adopted amending bylaws.

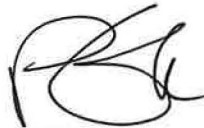
**PART 9 – REPEAL AND COMING INTO FORCE**

- 145. Upon the coming into force of this Bylaw, Bylaw 35M2017 is repealed.
- 146. This Bylaw comes into force on October 29, 2025.

READ A FIRST TIME ON SEPTEMBER 16, 2025

READ A SECOND TIME ON SEPTEMBER 16, 2025

READ A THIRD TIME ON SEPTEMBER 16, 2025



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MAYOR  
SIGNED ON SEPTEMBER 16, 2025



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CITY CLERK  
SIGNED ON SEPTEMBER 16, 2025



**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.

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

<b><i>Council Committee</i></b>	<b><i>Membership</i></b>	<b><i>Chair and Vice-Chair</i></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 <i>Vice-Chair</i> are elected at the Organizational meeting of <i>Council</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 <i>Vice-Chair</i> are elected at the Organizational meeting of <i>Council</i> .
A.5 Audit Committee	<ul style="list-style-type: none"> <li>• Provided for in the <i>Audit Committee Bylaw 33M2020</i></li> </ul>	Provided for in the <i>Audit Committee Bylaw 33M2020</i> **
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 board of directors of the Federation of Canadian Municipalities; and</li> <li>• 5 additional <i>Councillors</i>. 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 <i>Vice-Chair</i> are elected at the Organizational meeting of <i>Council</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 Standing Policy Committee (with the Standing Policy Committee <i>Vice-Chairs</i> as alternative <i>Members</i>);</li> <li>• <i>Chair</i> of the Audit Committee (with the Audit <i>Vice-Chair</i> 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 <i>Vice-Chair</i> at the Organizational meeting of <i>Council</i> .

<b>Council Committee</b>	<b>Membership</b>	<b>Chair and Vice-Chair</b>
A.8 Council Services Committee (CSC)	<ul style="list-style-type: none"> <li>• 5 <i>Councillors</i></li> </ul>	The <i>Chair</i> and <i>Vice-Chair</i> are elected at the Organizational meeting of <i>Council</i> .
A.9 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 Organizational meeting of <i>Council</i> .

* NOTE: Each <i>Councillor</i> must sit on one Standing Policy Committee
** NOTE: A <i>Councillor</i> must not serve as <i>Chair</i> of the Audit Committee and <i>Chair</i> of a Standing Policy Committee at the same time.

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

- A.10 When a *Council Committee* has no *Chair*, a meeting may be 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 conducts a vote by secret ballot for the position of *Chair* if there is more than one nomination;
  - (b) the temporary *Chair* announces who is elected to the position of *Chair*;
  - (c) the *Chair* assumes the meeting, calls for nominations, and then conducts a vote by secret ballot for the position of *Vice-Chair* if there is more than one nomination; and
  - (d) the *Chair* announces who is elected to the position of *Vice-Chair*.
- A.11 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.12 (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.13 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.

## APPENDIX B – ROLE OF COUNCIL COMMITTEES

### Standing Policy Committees

- B.1 A Standing Policy Committee may receive periodic reporting directed by *Council*, and must incorporate relevant policies and strategies into its deliberations.
- B.2 Standing Policy Committees are tasked with making new or revised policy and bylaw recommendations to *Council* within their mandated areas as listed in this Bylaw.

### Standing Policy Committee Mandates

- B.3 (1) The mandate of the Infrastructure and Planning Committee is as follows:
- (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) The mandate of the Community Development Committee is as follows:
- (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; and
    - (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 new or revised policy and bylaw recommendations to *Council* within its mandate as listed in section B.6 of this Bylaw;
- (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) direct *Notices of Motion* to *Council*; and
- (g) 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 *Municipal Government Act*.

B.6 Executive Committee has the following mandate:

- (a) finance and budgeting issues;

- (b) corporate planning;
- (c) items related to People, Innovation, and Collaboration;
- (d) recommending the naming of *City* owned facilities;
- (e) economic Development including the Downtown Strategy; and
- (f) local and Business economy.

**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; and
  - (b) 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.

**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*, Nominations 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.

## APPENDIX C – OTHER COUNCIL COMMITTEES NOT SPECIFICALLY ESTABLISHED BY THIS BYLAW

### Establishment of New Committees by Council

C.1 *Council* may establish other *Council Committees* as are necessary or advisable for the orderly and efficient handling of the affairs of the *City* and must do so by bylaw, and in accordance with the *Council* policy on *Governance and Appointments of Boards, Commissions and Committees*.

[MGA, s. 145(2)]

C.2 *Administration* must consult with the *City Clerk* before seeking to establish or dissolve *Council Committees*.

### Council Appointments

C.3 The membership of *Council Committees* must:

(a) be as provided for in the relevant enabling *Governance Documents* for each body; and

(b) be reviewed annually at the Organizational meeting, unless otherwise specified in enabling *Governance Documents*.

### Chairs and Vice-Chairs

C.4 Unless provided for elsewhere in this Bylaw or a relevant *Governance Document*, each *Council Committee* shall meet as soon as possible after *Council's* appointment of its *Members* to elect a *Chair* and *Vice-Chair* using a representative of *Administration* as temporary *Chair*, in accordance with the processes set out in section A.10 and Appendix F.

C.5 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.10.

### Removal of Chair

C.6 The *Chair* of a *Council Committee* may be removed from the *Chair* position by the *Council Committee* provided that:

(a) the *Chair* was elected by members of that *Council Committee* and not *Council*;

(b) a written motion is provided pursuant to section 40 of this Bylaw, to be considered at a *Regular* meeting of the *Council Committee*; and

(c) there are no superseding provisions in the *Council Committee's Governance Document*.



**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 question 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 question is resumed, usually by <i>Unanimous 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> ". May be moved at any time while a debatable motion is pending.	This motion may not interrupt a speaker. When done formally, 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 informally, by <i>Unanimous Consent</i> : " <i>Is there any objection to ending debate?</i> " (Pause, then, if no one else wishes to speak, say:) " <i>There being no objections, debate on the motion is closed, and we'll proceed to the vote on it immediately.</i> "
(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 formally, 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>Unanimous Consent</i> : " <i>Is there any objection to extending debate on this motion by ten minutes?</i> " (Pause). <i>Debate is extended by ten minutes.</i> "
(4) Postpone to a certain time (RONR section 14)	A motion to <i>postpone</i> consideration of a main motion to a specified later meeting (not to exceed the next meeting or three months) 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.

**BYLAW NUMBER 42M2025**

<b>The Motion</b>	<b>The Usage</b>	<b>The Process</b>
(5) Commit/Refer (RONR section 13)	A motion to send the pending motion to a <i>Council Committee</i> or <i>Administration</i> . Instructions may be included: scope of referral, deadlines, etc.	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) Postpone Indefinitely (RONR section 11)	A motion to decline to take a position on a pending main motion. The purpose is to remove the main motion from consideration without making a decision on it.	The motion to postpone indefinitely may not interrupt a speaker, is debatable, but is not amendable.  <i>A Majority Vote</i> is required to adopt.

**Secondary Motions – Privileged**

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

The Motion	The Usage	The Process
(1) Question of Privilege (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 <i>Member</i> (e.g.: being misquoted).	A question of privilege should interrupt a speaker <b>only</b> if the circumstances require it to interrupt.  If the issue relates to noise or another distraction, it is handled informally by the <i>Chair</i> or by <i>Unanimous Consent</i> , and a formal motion or vote is not needed.
(2) Recess (RONR section 20)	A motion to take a short break in the meeting:  The motion may: <ol style="list-style-type: none"> <li>1. Set a time: “<i>I move we take a ten-minute recess.</i>” Or</li> <li>2. Leave it up to the <i>Chair</i> “<i>Recess until the Call of the Chair.</i>”</li> </ol>	This motion may not interrupt a speaker.  The motion is not debatable but can be amended as to the duration of the recess.  The motion is typically treated by <i>Unanimous 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> ”  If dealt with formally, requires a <i>Majority Vote</i> .
(3) Adjourn (RONR section 21)	A motion to close the meeting.	This motion may not interrupt a speaker.  The motion is not debatable or amendable.  This motion can be handled by <i>Unanimous Consent</i> : “ <i>Is there any further business?</i> ” (Pause). “ <i>There being no further business, the meeting stands adjourned.</i> ”  If dealt with formally, requires a <i>Majority Vote</i> .

**BYLAW NUMBER 42M2025**

<b>The Motion</b>	<b>The Usage</b>	<b>The Process</b>
<p>(4) Fix the Time to Which to Adjourn (RONR section 22)</p>	<p>A motion to set an “adjourned meeting” (a continuation of the same meeting, to conclude the same order of business, e.g.: when a <i>Public Hearing</i> is not concluded).</p>	<p>This motion may not interrupt a speaker.</p> <p>This motion is not debatable but may be amended as to time.</p> <p>This motion is often treated by <i>Unanimous Consent</i>: “<i>Is there any objection to scheduling a meeting on _____ to continue the Public Hearing?</i>” (Pause). “<i>There being no objection, a continuation of this meeting has been scheduled for _____.</i>”</p> <p>If dealt with formally, requires a <i>Majority Vote</i>.</p>

**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.

<b>The Motion</b>	<b>The Usage</b>	<b>The Process</b>
(1) Point of order (RONR section 23)	A point of order 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.	<p>This procedure may interrupt a speaker.</p> <p>The <i>Chair</i> interrupts the current speaker and recognizes the <i>Member</i> to state the point of order (i.e.: which rule is alleged to have been violated).</p> <p>The <i>Chair</i> makes a ruling whether the point of order is well taken or not well taken.</p> <p>The <i>Chair</i> may also opt to ask the assembly to make this determination, by <i>Majority Vote</i>.</p>
(2) Appeal (RONR section 24)	A <i>Member</i> who disagrees with the <i>Chair’s</i> ruling can appeal it.	<p>The <i>Member</i> explains the basis for their appeal.</p> <p>A motion to appeal requires a seconder at a <i>Council</i> meeting.</p> <p>The motion is debatable.</p> <p>The <i>Chair</i> must put the appeal to a vote: “<i>Shall the ruling of the Chair be upheld?</i>”</p> <p>A <i>Majority Vote</i> against the <i>Chair’s</i> ruling is required to override it.</p>

The Motion	The Usage	The Process
<p>(3) Suspend the rules (RONR section 25)</p>	<p>A motion to allow the assembly to waive a rule of order for a specific purpose.</p> <p><b>**This motion cannot be used to suspend any provisions from the <i>Municipal Government Act</i> or other applicable legislation.</b></p>	<p>This motion may not interrupt a speaker.</p> <p>This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed. For example: "I move to suspend the rules and dispense with the 3:15 p.m. recess.</p> <p>This motion may be handled by the <i>Chair</i> informally: "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."</p> <p>Rules that do not originate in legislation can be suspended by a <i>Majority Vote</i> or by <i>Unanimous Consent</i> (instead of RONR's requirement of a 2/3 vote).</p>
<p>(4) Dividing a Resolution (RONR section 27)</p>	<p>A <i>Member</i> may request that a resolution be divided into parts and voted upon separately, but only if the divided parts can stand on their own.</p>	<p>This motion may not interrupt a speaker.</p> <p>This motion is not debatable.</p> <p>Despite RONR's requirement of a <i>Majority Vote</i>, requests to divide are granted without a vote, but only if the separated parts can stand on their own and the <i>Chair</i> agrees the matters are distinct. The <i>Chair</i> will rule that the <i>Members</i> vote on each part separately.</p>
<p>(5) Withdrawal of a motion (RONR section 33)</p>	<p>A motion which has not been seconded at a meeting of <i>Council</i> may be withdrawn by the mover of the motion.</p> <p>A motion which has been moved and seconded, or a motion at <i>Council Committee</i>, is the property of <i>Council</i> or <i>Council Committee</i> and may be withdrawn by the <i>Unanimous Consent</i> of all the <i>Members</i> present without the requirement for a vote. If one <i>Member</i> does not provide consent, the motion stands.</p>	<p>This motion or request may not interrupt a speaker.</p> <p>Mover: "I request permission to withdraw the motion."</p> <p>The <i>Chair</i> checks whether there is <i>Unanimous Consent</i> for the withdrawal, and, if not, takes a formal vote (a <i>Majority Vote</i> is then needed for withdrawal).</p>

**APPENDIX E – REMOTE PARTICIPATION AT MEETINGS**

- E.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* meetings 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) A *Member* must make best efforts to attend *Council* or *Council Committee* meetings, including *Closed Meetings*, in person.
- (d) A non-*Member Councillor* that attends a *Council Committee* meeting pursuant to section A.12 may attend such meetings by *Remote Participation*.
  
- E.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)]
  
- E.3 The exact type of application or system used for *Remote Participation* under section E.2 above will be determined by the *City Clerk*.
  
- E.4 *Remote Participation* may be used for meetings for which the *City Clerk’s Office* provides legislative services, including:
  - (a) meetings of *Council*; and
  - (b) *Council Committee* meetings.
  
- E.5 In consultation with the *City Clerk*, the *Chair* can determine a limit to the number of *Members Participating Remotely* in a meeting.
  
- E.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, ss. 199(2), 199(3)]
  
- E.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*.
  
- E.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.
  
- E.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, ss. 199(2), 199(3)]

- E.10 The *City Clerk* must record in the minutes of every *Council* and *Council Committee* meeting the names of the *Members Participating Remotely*, and whether such *Remote Participation* was for the whole meeting or part of the meeting.
- E.11 A *Member Participating Remotely* retains all other rights and privileges as stated in this Bylaw.
- E.12 The *Chair* may determine the practices necessary to ensure the efficient conduct of a meeting where one or more *Members* are *Participating Remotely*.



**APPENDIX F – VOTING BY SECRET BALLOT**

- F.1 When necessary, the selection of individuals for nomination or appointment to serve on *Council Committees* or *BCCs*, or the election of *Chairs* and/or *Vice-Chairs*, may be conducted through a vote by secret ballot.  
[MGA s.185.1(1)]
- F.2 Voting by secret ballot may occur in *Closed Meeting* provided that the result is confirmed by resolution of *Council* or *Council Committee* in an open meeting.  
[MGA s.185.1(2)]
- F.3 When voting by secret ballot is required, the following procedures must be followed:
- (a) *Members* attending in person will mark their votes on paper ballots provided by the *City Clerk*;
  - (b) *Members Participating Remotely* must email their votes to the *City Clerk*;
  - (c) the *City Clerk* will tally all paper and email ballots and provide the *Chair* with the results;
  - (d) the *Chair* will announce the results of the vote by secret ballot;
  - (e) successive rounds of balloting may be required, as candidates must have the votes of a *Majority of Members* present in order to be selected for nomination or appointment to serve on *Council Committees* or *BCCs*, or to be elected as a *Chair* or *Vice-Chair*;
  - (f) if required, successive rounds of balloting will exclude the nominee with the fewest votes and any nominees with no votes;
  - (g) secret ballots are confidential; and
  - (h) All paper and email ballots must be destroyed by the *City Clerk* as soon as possible after the conclusion of a meeting in which a vote by secret ballot occurs.
- F.4 A vote by secret ballot must be held if requested by any *Member* present at the meeting.

**APPENDIX G – SPECIAL PROCEDURES – MEMBER APPOINTMENTS**

- G.1 Despite Section 80, the following flow of *Agenda* items and procedures apply when *Council* is considering recommendations to appoint *Members* to *BCCs* or *Council Committees* other than Standing Policy Committees:
- (a) *Administration* introduction of the Item;
  - (b) questions of clarification from *Members* to *Administration*. Questions of clarification are limited to three minutes for each *Member*, not including responses from *Administration*;
  - (c) selection of *Member* candidates for appointment to *Council Committees* and *BCCs*, including:
    - (i) introduction of each *Council Committee* or *BCC* vacancy by *Administration*;
    - (ii) display of *Members*' preferences, including a call for nominations from *Members* present, to be conducted by the *Chair*;
    - (iii) *Members* may nominate other *Members*, or themselves, and nominations do not require seconding.
    - (iv) if nominated by another *Member*, a *Member* must accept the nomination to be considered for appointment;
    - (v) when there are no further nominations, the *Chair* declares nominations closed and announces the nominations;
    - (vi) nominated *Members* may speak to the merits of their candidacy for up to two minutes; and
    - (vii) selection of candidates for appointment by:
      - (A) unanimous consensus or election by acclamation, or
      - (B) voting by secret ballot to be conducted by the *City Clerk*, following balloting procedures set out in Appendix F;
  - (e) a main motion is made by a *Member*;
  - (f) the motion, if in order, is stated by the *Chair* or displayed;
  - (g) debate (once per *Member*);
  - (h) mover responds to questions raised in debate; and

(i) vote.

G.2 At the Organizational Meeting of Council, or at other times as necessary, the *Mayor* may declare the appointment of Councillors-at-Large to the Executive Committee, for terms to expire at the next Organizational Meeting of Council.

**APPENDIX H – BRING BACK MOTIONS**

H.1 The following motions may be used to bring a motion or resolution back before *Council* or *Council Committees*:

<b>The Motion</b>	<b>The Usage</b>	<b>The Process</b>
<p>(1) Motion to Reconsider</p>	<p>Used in the same meeting to reconsider an issue that has been voted on earlier in the meeting. If the motion to reconsider is adopted, the motion comes before <i>Council</i> or a <i>Council Committee</i> again as if it had not been decided in the first place.</p> <p>A reading of a proposed bylaw may be reconsidered; however, a bylaw that has received three readings and has been signed in accordance with section 213 of the <i>Municipal Government Act</i>, may not be reconsidered.</p> <p>The same motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.</p> <p>Example: “<i>I move to reconsider the vote on the motion relating to the funding of a new bridge, I voted against that motion.</i>”</p>	<p>This motion may not interrupt a speaker.</p> <p><i>A Member</i> from the prevailing side of the original vote must move for the motion to be reconsidered.</p> <p>This motion may be seconded by any <i>Member</i> no matter how they voted.</p> <p>Whether or not to reconsider the motion is debatable.</p> <p>A reconsideration motion is adopted by <i>Majority Vote</i>.</p> <p>If a <i>Majority</i> is in favor of reconsidering, then the original motion is debated and voted upon again as if it had not been considered in the first place.</p>

**BYLAW NUMBER 42M2025**

<p>(2) Motion to Rescind or Amend Something Previously Adopted</p>	<p>Only to be used at a subsequent meeting after the decision was made (not at the same meeting).</p> <p>The motion to rescind means that the decision would no longer be in effect.</p> <p>The motion to amend something previously adopted is used to amend (not rescind) some previous decision.</p> <p>An adopted motion may only be amended or rescinded if it has not been acted upon in a manner that is impossible to modify or reverse. The <i>Chair</i>, in consultation with <i>Administration</i>, shall make such determination. <i>Administration's</i> advice and input should be sought if amending or rescinding an adopted motion will affect any contract or agreement entered into by the <i>City</i>.</p>	<p>Any <i>Member</i> may make a motion to rescind or amend something previously adopted.</p> <p>This motion may be seconded by any <i>Member</i> no matter how they voted.</p> <p>Notice requirements are the same as for any <i>Council</i> motion, as set out in section 117.</p> <p>The motion is debatable.</p> <p>The vote required to rescind or amend something adopted within the previous 12 months is a <i>Two-thirds Vote</i>.</p> <p>The vote required to rescind or amend something adopted more than 12 months ago is a <i>Majority Vote</i>.</p>
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**BYLAW NUMBER 42M2025**

<p>(3) Motion to Renew a Defeated Motion</p>	<p>To bring back a defeated motion at a later meeting.</p>	<p>Any <i>Member</i> may make this motion.</p> <p>This motion may be seconded by any <i>Member</i> no matter how they voted.</p> <p>Notice requirements are the same as for any <i>Council</i> motion as set out in section 117.</p> <p>Six months must have passed since the defeat of the motion, unless, by a <i>Two-thirds Vote</i>, <i>Council</i> agrees to suspend this rule and bring the motion back earlier.</p> <p>A motion to bring back a defeated motion at a later meeting requires a <i>Majority Vote</i>.</p> <p>[For Land Use items please also see <i>MGA</i>, s. 640(5) and Land Use Bylaw provisions]</p>
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