



CITY OF EDMONTON

BYLAW 12300, AS AMENDED

PROCEDURES AND COMMITTEES BYLAW

(CONSOLIDATED ON APRIL 5, 2016)

Table of Contents

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION.....	7
PURPOSE.....	7
DEFINITIONS	7
RULES FOR INTERPRETATION.....	10
PART II - APPLICATION	10
REFERENCE SOURCE.....	10
SUSPENSION OF RULES	10
PARAMOUNT RULES.....	10
PART III - ORGANIZATION OF COUNCIL	10
INAUGURAL MEETINGS	10
ORGANIZATIONAL MEETINGS	11
PART IV - MEETINGS	11
DATE OF MEETINGS.....	11
TIME OF MEETINGS.....	11
TIME OF PUBLIC HEARING MEETINGS.....	12
MEETING PLACE	12
CHANGING TIME, DATE, LOCATION.....	12
CANCELLATION.....	12
NOTICE OF COMMITTEE MEETINGS	12
SPECIAL CITY COUNCIL MEETINGS	12
SPECIAL STANDING COMMITTEE MEETINGS	13
NOTICE PROVISIONS	13
SHORTER NOTICE OF SPECIAL MEETINGS	13
ELECTRONIC MEETINGS	14
QUORUM REQUIREMENTS.....	14
COMMENCEMENT PROCEEDINGS.....	14
WHEN NO QUORUM	14
ORDER OF BUSINESS.....	14
PRAYER.....	15
ITEMS SELECTED FOR DEBATE.....	15
SPECIAL ORDERS OF THE DAY (ESTABLISHED TIMES FOR ITEMS).....	15
CALL FOR ORDERS OF THE DAY.....	15
EXTENDED ORDERS OF THE DAY.....	15
PART V - AGENDAS AND RECORDS OF MEETINGS.....	16
AGENDA FORMAT.....	16
AGENDA REVIEW COMMITTEE AGENDAS	16
AGENDA DISTRIBUTION	16
ADDITION OF LATE REPORTS.....	16
ADOPTION OF AGENDA.....	16
PREPARATION OF MINUTES	17
ADOPTION OF MINUTES.....	17
RECORDINGS OF MEETINGS	17
ACCESS TO RECORDINGS AND TRANSCRIPTS	17
RETENTION OF RECORDINGS	18
ITEMS DUE DATES AND STATUS OF REPORTS.....	18
PART VI - INQUIRIES AND RESPONSES.....	18
COUNCILLOR INQUIRY.....	18
WRITTEN REQUIREMENT AND VERBAL ANSWERS	18
TIME FOR INQUIRY ON THE AGENDA	19
DIRECTION TO ABANDON INQUIRY.....	19
COUNCILLOR INQUIRIES MADE AT COUNCIL.....	19
VERBAL RESPONSE AT STANDING COMMITTEES.....	19
ORDERS TO EMPLOYEES.....	19

PART VII - MOTIONS.....	19
<i>NOTICE OF MOTION.....</i>	<i>19</i>
<i>DETAILED NOTICE OF MOTION.....</i>	<i>20</i>
<i>DELAY IN PRESENTING MOTION.....</i>	<i>20</i>
<i>STYLE AND PRESENTATION OF MOTIONS.....</i>	<i>20</i>
<i>RECOMMENDATIONS ARE NOT MOTIONS.....</i>	<i>20</i>
<i>SECONDING AND STATING MOTIONS.....</i>	<i>20</i>
<i>WITHDRAWAL.....</i>	<i>20</i>
<i>REPEATING MOTIONS.....</i>	<i>20</i>
<i>PUT BY THE CHAIR.....</i>	<i>20</i>
<i>POSTPONE INDEFINITELY.....</i>	<i>21</i>
<i>POSTPONE TO A DEFINITE TIME.....</i>	<i>21</i>
<i>AMENDMENTS.....</i>	<i>21</i>
<i>AMENDMENTS TO AMENDMENTS.....</i>	<i>21</i>
<i>DEBATABILITY OF AMENDMENTS.....</i>	<i>21</i>
<i>FRIENDLY AMENDMENTS.....</i>	<i>21</i>
<i>REFERRAL MOTIONS.....</i>	<i>22</i>
<i>REPORT FROM REFERRAL.....</i>	<i>22</i>
<i>REFERRALS REFUSED BY THE CHAIR.....</i>	<i>22</i>
<i>LIMITING OR ENDING DEBATE.....</i>	<i>22</i>
<i>MOTIONS FOR PREVIOUS QUESTION.....</i>	<i>22</i>
<i>MOTION TO TABLE.....</i>	<i>22</i>
<i>ALL CONNECTED MOTIONS TABLED.....</i>	<i>23</i>
<i>TAKE FROM THE TABLE.....</i>	<i>23</i>
<i>MOTIONS DISALLOWED.....</i>	<i>23</i>
<i>PRIVILEGED MOTIONS.....</i>	<i>23</i>
<i>POINT OF PRIVILEGE.....</i>	<i>23</i>
<i>MOTION ON POINT OF PRIVILEGE.....</i>	<i>24</i>
<i>RECESS.....</i>	<i>24</i>
<i>ADJOURNMENT.....</i>	<i>24</i>
<i>NOTICES OF MOTION GIVEN PRIOR TO ADJOURNMENT.....</i>	<i>24</i>
<i>ADJOURNMENT OF A MEETING.....</i>	<i>24</i>
<i>POINT OF ORDER.....</i>	<i>24</i>
<i>MOTION TO CHALLENGE.....</i>	<i>24</i>
<i>OBJECTION TO CONSIDERATION OF A MOTION.....</i>	<i>25</i>
<i>DIVIDING MOTIONS INTO PARTS.....</i>	<i>25</i>
<i>MOTIONS PREVIOUSLY CONSIDERED.....</i>	<i>25</i>
<i>RECONSIDERING MOTIONS.....</i>	<i>25</i>
<i>RECONSIDERATION NOT ALLOWED.....</i>	<i>25</i>
<i>RESCINDING AND RENEWING MOTIONS.....</i>	<i>26</i>
<i>NOTICE OF RESCISSION OR RENEWAL.....</i>	<i>26</i>
<i>RESCISSION NOT ALLOWED.....</i>	<i>26</i>
PART VIII - VOTING.....	26
<i>MOTION CARRIED.....</i>	<i>26</i>
<i>TIE VOTE.....</i>	<i>26</i>
<i>FAILURE TO VOTE.....</i>	<i>26</i>
<i>LOSS OF QUORUM (ABSTENTION).....</i>	<i>26</i>
<i>VOTING PROCEDURES.....</i>	<i>27</i>
<i>NO CHANGE TO VOTE.....</i>	<i>27</i>
<i>SILENCE ONCE QUESTION IS PUT.....</i>	<i>27</i>
PART IX - RULES GOVERNING DEBATE.....	27
<i>ORDER OF SPEAKERS.....</i>	<i>27</i>
<i>ADDRESS CHAIR.....</i>	<i>27</i>
<i>INTERRUPTIONS.....</i>	<i>27</i>
<i>COUNCILLOR CALLED TO ORDER.....</i>	<i>28</i>

<i>PROHIBITED ACTS</i>	28
<i>REQUEST TO HAVE MOTION CONSIDERED</i>	28
<i>NUMBER OF SPEECHES</i>	28
<i>TIME LIMITS</i>	28
<i>OPPORTUNITY TO BE HEARD</i>	29
<i>PARTICIPATION BY CHAIR</i>	29
PART X - DUTIES OF THE CHAIR	29
<i>CHAIR TO MAINTAIN ORDER</i>	29
<i>CITING REASONS FOR DECISIONS</i>	29
<i>LEAVING CHAIR</i>	29
<i>GRANTING PERMISSION TO APPROACH COUNCIL</i>	29
PART XI - DISCIPLINARY PROCEDURES	29
<i>CALLING COUNCILLOR TO ORDER</i>	29
<i>NAMING A COUNCILLOR FOR AN OFFENCE</i>	29
<i>EFFECT OF NAMING COUNCILLOR</i>	30
<i>REMOVAL OF COUNCILLOR</i>	30
<i>DISTURBANCE BY PUBLIC</i>	30
PART XII - PUBLIC AND PRIVATE MEETINGS	30
<i>PUBLIC MEETINGS</i>	30
<i>PRIVATE MEETINGS</i>	30
<i>NO RESOLUTIONS IN PRIVATE</i>	31
PART XIII - COMMITTEE OF THE WHOLE	31
<i>MOTION TO FORM COMMITTEE OF THE WHOLE</i>	31
<i>CHAIR OF COMMITTEE OF THE WHOLE</i>	31
<i>QUORUM</i>	31
<i>RULES OF PROCEDURE IN COMMITTEE OF THE WHOLE</i>	31
<i>RISE AND REPORT</i>	31
<i>RISE WITHOUT REPORTING</i>	31
<i>ADOPTING RECOMMENDATIONS</i>	32
PART XIV - COUNCIL COMMITTEES	32
<i>COMMITTEES</i>	32
<i>MEMBERSHIP OF STANDING COMMITTEES</i>	32
<i>MAYOR EX OFFICIO MEMBER</i>	33
<i>ALTERNATE MEMBERS FOR QUORUM</i>	33
<i>AUTHORITY OF STANDING COMMITTEES</i>	34
<i>REQUISITION A MOTION TO COUNCIL</i>	34
<i>DIRECT REPORTING TO COUNCIL</i>	34
<i>APPROPRIATION OF FUNDS</i>	34
<i>MEMBERSHIP OF AGENDA REVIEW COMMITTEE</i>	34
<i>CHAIR OF AGENDA REVIEW COMMITTEE</i>	34
<i>AGENDA REVIEW COMMITTEE REPORT LIST</i>	35
<i>POWERS AND DUTIES OF AGENDA REVIEW COMMITTEE</i>	35
<i>WHEN NO QUORUM</i>	35
<i>STANDING COMMITTEE CHAIR</i>	35
<i>STANDING COMMITTEE VICE-CHAIR</i>	35
<i>DUTIES OF STANDING COMMITTEES</i>	36
<i>CHAIR OF EXECUTIVE COMMITTEE</i>	36
<i>SPECIAL DUTIES OF EXECUTIVE COMMITTEE</i>	36
<i>AUDIT COMMITTEE MEMBERSHIP AND QUORUM</i>	37
<i>DUTIES AND FUNCTIONS</i>	37
<i>NAMING COMMITTEE</i>	37
<i>PROCESS FOR APPEAL</i>	37
<i>MEMBERSHIP AND CHAIR OF COUNCIL SERVICES COMMITTEE</i>	38
<i>DUTIES OF COUNCIL SERVICES COMMITTEE</i>	38
<i>MEMBERSHIP</i>	38

<i>DUTIES</i>	38
<i>RULES GOVERNING DEBATE IN STANDING COMMITTEE</i>	39
<i>COUNCIL RULES TO SUPPLEMENT COMMITTEE RULES</i>	40
<i>APPOINTING COUNCIL COMMITTEES</i>	40
<i>PROCEDURES FOR COUNCIL COMMITTEES</i>	40
<i>REGULAR MEETINGS OF COUNCIL COMMITTEES</i>	40
<i>CALL OF MEETINGS</i>	41
<i>NOTIFICATION OF COMMITTEE OF COUNCIL MEETINGS</i>	41
<i>QUORUM</i>	41
<i>MINUTES</i>	41
<i>ADOPTION OF MINUTES</i>	41
<i>COUNCIL RULES TO SUPPLEMENT COUNCIL COMMITTEE RULES</i>	42
PART XV - BYLAWS	42
<i>APPROVAL OF FORM BY CITY MANAGER</i>	42
<i>TITLE AND BYLAW NUMBER</i>	42
<i>NOTICE OF PROPOSED BYLAW</i>	42
<i>FIRST READING</i>	42
<i>SECOND READING</i>	42
<i>AMENDMENT PRIOR TO THIRD READING</i>	42
<i>THIRD READING</i>	43
<i>NUMBER OF READINGS ALLOWED AT A MEETING</i>	43
<i>FAILURE OF A READING</i>	43
<i>SIGNING AND SEALING BYLAWS</i>	43
<i>EFFECTIVE DATE</i>	43
<i>AMENDMENT AND REPEAL</i>	43
PART XVI - STATUTORY AND NON-STATUTORY HEARINGS	43
<i>PERSONS WISHING TO ADDRESS COUNCIL</i>	43
<i>REFERRAL BY CITY MANAGER</i>	44
<i>COUNCIL CONSIDERATION OF REQUEST</i>	44
<i>COMMITTEE CONSIDERATION OF REQUEST</i>	44
<i>PROCEDURAL RULES FOR NON-STATUTORY HEARINGS</i>	44
<i>STATUTORY HEARINGS WHICH MAY BE DELEGATED BY COUNCIL</i>	45
<i>TIME FOR A STATUTORY HEARING ON A BYLAW</i>	45
<i>CALLING THE BYLAW OR RESOLUTION</i>	45
<i>WHEN SPEAKER PRESENT</i>	45
<i>WHEN NO SPEAKER PRESENT</i>	46
<i>ABSTENTION</i>	46
<i>WRITTEN AUTHORIZATION TO SPEAK FOR ANOTHER</i>	47
<i>STATEMENT OF AUTHORIZATION</i>	47
<i>FIVE MINUTES TO SPEAK</i>	47
PART XVII - COMMUNICATIONS	47
<i>REQUIREMENTS FOR COMMUNICATIONS SENT TO CITY COUNCIL</i>	47
<i>CITY MANAGER TO PROCESS COMMUNICATIONS</i>	47
<i>DISPOSAL OF COMMUNICATIONS</i>	48
<i>ADVISE COMMUNICATOR</i>	48
<i>DEBATE ON COMMUNICATIONS</i>	48
<i>COMMUNICATIONS ON PREVIOUS DECISIONS</i>	48
<i>PETITIONS</i>	48
<i>COUNCILLOR'S COMMUNICATIONS</i>	48
PART XVIII - GENERAL	49
<i>AMENDING OR REPEALING THIS BYLAW</i>	49
<i>REPEALS</i>	49
<i>NUMBER AND GENDER REFERENCES</i>	49
SCHEDULE A – ORDERS OF THE DAY	50
SCHEDULE B – DEPARTMENTS AND CIVIC AGENCY ASSIGNMENTS	52

SCHEDULE B – CONTINUED	53
SCHEDULE C – PROCEDURES FOR PARTICIPATING IN COUNCIL OR STANDING COMMITTEE MEETINGS FROM REMOTE LOCATIONS	55

Whereas, pursuant to section 145 of the *Municipal Government Act*, S.A. 1994, c. M-26.1, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers, duties or functions to a Council Committee,

And Whereas the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

- | | | |
|--------------------|---|---|
| PURPOSE | 1 | The purpose of this bylaw is to establish rules to follow in governing the City of Edmonton, and to establish Standing Committees of City Council. |
| DEFINITIONS | 2 | <p>In this bylaw, unless the context otherwise requires:</p> <ul style="list-style-type: none"> (a) “Chair” means a person who has been given authority to direct the conduct of a meeting; (b) “Challenge” means an appeal of a ruling of the Chair; (c) “City” means the municipal corporation of the City of Edmonton; (d) “City Auditor” means the designated officer appointed by City Council under Bylaw 12424, the City Auditor Bylaw; (e) “City Manager” means the chief administrative officer within the meaning of the <i>Municipal Government Act</i>; (f) “Civic Agency” means all external and city agencies, boards and commissions to which Council makes appointments, excluding Standing Committees, Agenda Review Committee, and the Community Standards and Licence Appeal Committee; (g) “Civic Agency Activity Report” means a status report prescribed by Council from a Civic Agency that reports through a Standing Committee, as listed in Schedule B; |

- (h) **“Clear Days”** means the number of days between events excluding the first and the last day;
- (i) **“Council”** means the municipal council of the City of Edmonton;
- (j) **“Council Bar”** is a line in the meeting room that separates Council and Standing Committees from the public;
- (k) **“Council Committee”** means any committee, board or other body established by Council by bylaw under the *Municipal Government Act*;
- (l) **“Councillor”** includes the Mayor;
- (m) **“Councillor Inquiry”** means a written request from a Member of Council to the City Manager, made at a meeting, for the provision of a report containing information relating to the business of the City;
- (n) **“External Auditor”** means the person appointed pursuant to section 280 of the *Municipal Government Act*;
- (o) **“General Election”** means an election held in the City to elect Councillors to fill vacancies caused by the passage of time, as described in the *Local Authorities Elections Act*, R.S.A. 2000, c. L-21;
- (p) **“Inaugural Meeting”** means the Organizational Meeting immediately following a General Election;
- (q) **“Mayor”** means the chief elected official of the City within the meaning of the *Municipal Government Act*;
- (r) **“Municipal Government Act”** means Municipal Government Act, R.S.A. 2000, c. M-26;
- (s) **“Orders of the Day”** means the order of business and time schedule for a meeting of Council or Standing Committee as set out in the appropriate part of Schedule A;
- (t) **“Organizational Meeting”** means the meeting held as described in section 8, and includes the Inaugural Meeting;
- (u) **“Person”** includes an individual, partnership, association, corporation, trustee, executor, administrator, or legal

representative;

- (v) **“Point of Order”** means a demand that the Chair enforce the rules of procedure;
- (w) **“Point of Privilege”** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
 - (i) organization or existence of Council;
 - (ii) comfort of Councillors;
 - (iii) conduct of City employees or members of the public in attendance at the meeting;
 - (iv) accuracy of the reports of Council's proceedings; and
 - (v) reputation of Councillors or Council;
- (x) **“Postpone”** means to delay the consideration of any matter either:
 - (i) to a definite time when further information is likely to be obtained, or
 - (ii) indefinitely;
- (y) **“Previous Question”** means a motion to end debate and vote on the motion under debate;
- (z) **“Recess”** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
- (aa) **“Special Resolution”** means a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a Committee;
- (bb) **“Standing Committee”** includes Executive, Transportation, Utility, Community Services, Audit, Council Services, City Manager and City Auditor Performance Evaluation Committees;

- (cc) **“Statutory Hearing”** means a Council meeting required to be held under statute, where members of the public have an opportunity to speak;
- (dd) **“Table”** means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter; and
- (ee) **“Two-Thirds Vote”** means a vote by at least two-thirds of Councillors present at the meeting and entitled to vote on the motion.

(S.2, Bylaw 16194, November 28, 2012)

RULES FOR INTERPRETATION

- 3 The marginal notes and headings in this bylaw are for reference purposes only.

PART II - APPLICATION

REFERENCE SOURCE

- 4 If a question relating to the procedures of Council or Committees is not answered by this bylaw, the answer to the question is to be determined by referring to the most recent revision of *Robert's Rules of Order Newly Revised*.

SUSPENSION OF RULES

- 5 Council may suspend any provision of this bylaw, for a defined period of time, by Special Resolution except:
 - (a) the provisions about statutory hearings; and
 - (b) the provisions for amending or repealing this bylaw.

PARAMOUNT RULES

- 6 This bylaw will prevail over any other City bylaw.

PART III - ORGANIZATION OF COUNCIL

INAUGURAL MEETINGS

- 7 (1) Council must hold its Inaugural Meeting in the first week after each General Election at the time and place fixed by the City Manager.
- (2) At this meeting:
 - (a) the Returning Officer must report;

- (b) all Councillors must take the oath of office;
- (c) Council must confirm the seating of newly elected Councillors or any Councillors who want to change their seats; and
- (d) all other matters required by section 8 must be dealt with.

ORGANIZATIONAL MEETINGS

- 8 (1) An Organizational Meeting must be held each year and will be the first regular meeting in October.
- (2) At this meeting Council must establish:
- (a) rotation schedules for the positions of Deputy and Acting Mayor;
 - (b) dates, times and places for regular meetings of:
 - (i) Council and Statutory Hearings;
 - (ii) Standing Committees;
 - (iii) Agenda Review Committee; and
 - (iv) Community Standards and Licence Appeal Committee.
 - (c) Standing Committee appointments and the rotating schedule for Committee membership;

and will deal with any other business described in the notice of the meeting.

PART IV - MEETINGS

DATE OF MEETINGS

- 9 (1) Council will hold regular meetings of Council, Standing Committees, and Public Hearings on the dates established at the Organizational Meeting.
- (2) There will be no regular meetings of Council, Standing Committees or Public Hearing Meetings between Nomination Day and Election Day prior to a General Election.

TIME OF MEETINGS

- 10 (1) Regular Council meetings will begin at 9:30 a.m. and adjourn by 5:30 p.m., unless Council passes a motion to complete discussing an item by a Two-Thirds Vote.

- (2) If it is necessary to continue the Council meeting, it will reconvene at 1:30 p.m. on a date determined by a majority of Council within three business days of the meeting, but Council may elect to reconvene the meeting to a different time or day by Two Thirds Vote.

(S.2, Bylaw 17005, March 17, 2015)

(S.4, Bylaw 17477, April 5, 2016)

**TIME OF PUBLIC
HEARING
MEETINGS**

- 11 (1) Public Hearing Meetings will begin at 1:30 p.m. and adjourn by 9:30 p.m., unless Council passes a motion to continue the meeting beyond 9:30 p.m. by a Two- Thirds Vote.
- (2) If it is necessary to continue the Public Hearing Meeting, it will reconvene at 1:30 p.m. on the Thursday following the Public Hearing Meeting, but Council may elect to reconvene the meeting to a different time or day by Two Thirds Vote.

(S.3, Bylaw 17005, March 17, 2015)

MEETING PLACE

- 12 Regular Council meetings and Public Hearing Meetings will be held in the Council Chambers.

**CHANGING TIME,
DATE, LOCATION**

- 13 (1) Council may change the time, date or location of any meeting by Special Resolution.
- (2) A Standing Committee may change the time, date or location of any of its meetings by Special Resolution.
- (3) Notification of the change in time, date or location of any meeting must be provided in accordance with section 18.

CANCELLATION

- 14 Council may cancel any meeting and a Standing Committee may cancel any of its meetings if notice is given in accordance with section 18.

**NOTICE OF
COMMITTEE
MEETINGS**

- 15 The City Manager will post, in the City Room of City Hall, a monthly schedule of Committee meetings as scheduled at the Organizational Meeting, and will give any other notice of these meetings as directed by Council.

**SPECIAL CITY
COUNCIL
MEETINGS**

- 16 (1) The Mayor may call a Special Council meeting at any time and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- (2) A special meeting requested by Councillors must be held within 14

days after the request is received.

- (3) Notification of Special Council meetings must be provided in accordance with section 18.

**SPECIAL
STANDING
COMMITTEE
MEETINGS**

- 17 (1) The Chair may call a special Standing Committee meeting at any time and must do so if a majority of Committee members so request in writing, including a statement of the purpose of the meeting.
- (2) A special meeting requested by Committee members must be held within 14 days after the request is received.
- (3) Notification of Special Standing Committee meetings must be provided in accordance with section 18.

**NOTICE
PROVISIONS**

- 18 For all meetings requiring notice, the notice must:
- (a) be issued a minimum of 24 hours prior to the meeting date;
 - (b) be in writing and specify the time, date, location and purpose of the meeting;
 - (c) be delivered in the manner directed by the *Municipal Government Act*;
 - (d) be posted in the City Room of City Hall; and
 - (e) give any other notification as requested by Council or the Committee.

(S.5, Bylaw 17477, April 5, 2016)

- 19 (1) Special Council or Special Standing Committee meetings will be held on the date and at the time and location specified in the notice of the special meeting.
- (2) If a matter is not specified in the notice of the Special Council or Special Committee Meeting, it may not be dealt with unless all members are present and Council/Committee passes a motion, by majority vote, to deal with the matter.

**SHORTER NOTICE
OF SPECIAL
MEETINGS**

- 20 Despite section 16, the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Councillors are notified of the meeting and two-thirds of Councillors give written consent to holding the meeting before the meeting begins.

ELECTRONIC MEETINGS	21	Council and Committees may conduct meetings by means of electronic or other communication facilities according to the procedures outlined in Schedule C.
QUORUM REQUIREMENTS	22	Quorum for Council is a majority of Councillors and for Council Committees is a majority of members of a Council Committee, unless specified otherwise by this or any other bylaw.
COMMENCEMENT PROCEEDINGS	23	<p>As soon as there is quorum after the time for commencement of a Council meeting:</p> <ul style="list-style-type: none">(a) the Mayor must take the chair and begin the meeting; or(b) if the Mayor, the Deputy Mayor and the Acting Mayor are absent, the City Manager must begin the meeting by calling for a motion for the appointment of a Chair.
WHEN NO QUORUM	24	<ul style="list-style-type: none">(1) If there is no quorum within half an hour after the time set for the meeting, the City Manager will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.(2) The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned meeting.
ORDER OF BUSINESS	25	<p>The order of business at a meeting is the order of the items on the agenda except:</p> <ul style="list-style-type: none">(a) when a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;(b) when Council alters the order of business for the convenience of the meeting by a Two-Thirds Vote;(c) when the same subject matter appears in more than one place on an agenda and Council decides, by motion, to deal with all items related to the matter at the same time; and(d) when Council decides not to deal with an item on the

agenda and no motion is made about it.

PRAYER

25.1(1) *Repealed*

(2) *Repealed*

25.2 Council will begin its regular Council meetings with a Moment of Reflection.

(S.2-3, Bylaw 17353, September 9, 2015)

ITEMS SELECTED FOR DEBATE

26 (1) Members of Council may select item(s) for debate and:

(a) Items not selected for debate, excluding bylaws, may be voted on in a single motion;

(b) Items selected for debate must be excluded from the single motion.

(2) Bylaw item(s) that have not been selected for debate may be voted on together before Council begins dealing with regular items selected for debate.

(3) Recommendations of a Standing Committee to Council must be moved and presented by the Chair or any other Standing Committee member, before any other motion is made on the item.

SPECIAL ORDERS OF THE DAY (ESTABLISHED TIMES FOR ITEMS)

27 (1) Council or Standing Committee may establish a specific time for debate on any matter by Special Resolution and that matter will be a "Special Order of the Day".

(2) The Agenda Review Committee may recommend that any matter be a Special Order of the Day, and on adoption of the agenda by Council, that matter will be a Special Order of the Day.

(3) Any Councillor may call for the Special Order of the Day at the time established, which postpones all other matters until after the Special Order of the Day is completed, unless a motion is passed by a Two-Thirds Vote allowing a matter under discussion at that time to be completed first.

CALL FOR ORDERS OF THE DAY

28 Notwithstanding section 55, a motion calling for Orders of the Day (requiring Council to adhere to its schedule) is not debatable or amendable and does not require a seconder.

EXTENDED ORDERS OF THE DAY

29 A motion to *Extend Orders of the Day*:

(a) must be seconded,

- (b) is debatable, and
- (c) each Councillor may speak for only one minute.

PART V - AGENDAS AND RECORDS OF MEETINGS

- | | | |
|--|----|---|
| AGENDA FORMAT | 30 | The agenda orders the business for a meeting and will follow the appropriate Orders of the Day set out in Schedule A. |
| AGENDA REVIEW COMMITTEE AGENDAS | 31 | <ul style="list-style-type: none"> (1) The City Manager will prepare for the Agenda Review Committee a list of all reports and a recommended routing for each report. (2) The Agenda Review Committee list will be delivered to all Councillors before each Agenda Review Committee meeting. |
| AGENDA DISTRIBUTION | 32 | <ul style="list-style-type: none"> (1) The City Manager will deliver not less than three Clear Days prior to Standing Committee and Council meetings, electronic copies of the agenda and reports to each Councillor, and if requested by a Councillor, deliver paper copies of all or part of the agenda or reports to that Councillor's office. (2) Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for special Council meetings will be made available as soon as reasonably possible. (3) Reports and supplementay materials not distributed with the agenda, must include a notation on the report explaining the reason for its inclusion on the agenda. <p style="margin-left: 40px;">(S.6-7, Bylaw 17477, April 5, 2016)</p> |
| ADDITION OF LATE REPORTS | 33 | The City Manager will make copies of the agenda and all reports and supplementary materials (unless these must or may be withheld under the <i>Municipal Government Act</i> or other legislation) available to all Department heads, media representatives and the general public, but only after they have been delivered to the Councillors. |
| ADOPTION OF AGENDA | 34 | <p>Council must vote to adopt the agenda prior to transacting other business and may:</p> <ul style="list-style-type: none"> (a) add new items, including reports that were to be distributed when available, to the agenda by Special Resolution; and |

- (b) delete any matter from the agenda by unanimous vote.
- PREPARATION OF MINUTES** 35 The City Manager will prepare minutes for all Council and Standing Committee meetings, except for the Agenda Review Committee, which will include:
- (a) all decisions and other proceedings;
 - (b) the names of the Councillors present at and absent from the meeting;
 - (c) the names of the Councillors voting for and against all motions and of those who are absent for the vote;
 - (d) any abstentions made under the *Municipal Government Act* by any Councillor and the reason for the abstention; and
 - (e) the signatures of the Chair, and the City Manager.
- ADOPTION OF MINUTES** 36 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
- (a) there are errors or omissions, Council must pass a motion to amend the minutes and adopt the minutes as amended; or
 - (b) there are no errors or omissions, Council must adopt the minutes as circulated.
- RECORDINGS OF MEETINGS** 37 (1) The City Manager will make a replayable audio-recording of all Council and Standing Committee meetings;
- (2) This section does not apply to:
- (a) portions of meetings held in private; and
 - (b) Agenda Review Committee meetings.
- (S.2(d), Bylaw 16825, July 16, 2014)
- ACCESS TO RECORDINGS AND TRANSCRIPTS** 38 (1) The City Manager will supervise access to the recordings.
- (2) No one will be entitled to make any changes to the recordings.
- (3) Recordings may only be transcribed by resolution of Council unless they are required:
- (a) by the City Manager in connection with litigation, and
 - (b) by the City Auditor in connection with any audit,

investigation or study being undertaken.

RETENTION OF RECORDINGS

- 39 The City Manager must retain all audio-recordings of meetings for three years from the date of the meeting.

ITEMS DUE DATES AND STATUS OF REPORTS

- 40 (1) Reports are due in twelve weeks, or at the first meeting after the twelve weeks, of the request for the report, unless otherwise indicated.
- (2) If the Administration or another body is unable to bring a report due at City Council or Standing Committee within the required timelines, the City Manager must give a Status Report at the meeting at which the report was due.

PART VI - INQUIRIES AND RESPONSES

Division 1 – Councillor Inquiries

COUNCILLOR INQUIRY

- 41 (1) Any Councillor may make a Councillor Inquiry through the Chair to the City Manager at any regular meeting:
- (a) of City Council; or
 - (b) Community Services, Transportation, Executive, Utility and Audit Committees.
- (1.1) Councillors cannot make any Councillor Inquiries to the City Auditor.
- (2) Councillor Inquiries made at a Standing Committee must be made at the Standing Committee that would normally deal with the issue.
- (3) Councillor Inquiries cannot be made at Special City Council or Special Standing Committee meetings.

(S.2, Bylaw 16194, November 28, 2012)

(S. 8, Bylaw 17477, April 5, 2016)

WRITTEN REQUIREMENT AND VERBAL ANSWERS

- 42 (1) A Councillor Inquiry and any preamble must be brief and must be submitted in writing to the City Manager before or during the portion of a regular meeting for Councillor Inquiries as set out on the agenda.
- (2) The City Manager may verbally answer a Councillor Inquiry at the

Council or Standing Committee at which it is made, however, any Member of Council may request that the response be submitted to the Standing Committee in writing.

- | | | |
|---|----|---|
| TIME FOR INQUIRY
ON THE AGENDA | 43 | A Councillor Inquiry may only be made during the appropriate portion of a regular Council or Standing Committee meeting. |
| DIRECTION TO
ABANDON INQUIRY | 44 | <p>(1) If the City Manager gives a status report indicating that the financial or other resources required to answer the Councillor Inquiry are substantial and will affect the City Manager's budget, Council may direct the Administration to abandon the inquiry.</p> <p>(2) A Councillor may at the meeting of Council or the Standing Committee where the Councillor Inquiry was originally made instruct the City Manager to abandon that particular inquiry.</p> |
| <i>Division 2 - Responses to Councillor Inquiries at City Council and Standing Committees</i> | | |
| COUNCILLOR
INQUIRIES MADE
AT COUNCIL | 45 | A response to a Councillor Inquiry that was made at Council must be directed to the applicable Standing Committee. |
| | 46 | Repealed |
| VERBAL RESPONSE
AT STANDING
COMMITTEES | 47 | <p>(1) The City Manager may verbally answer a Councillor Inquiry at the Standing Committee meeting at which it is made.</p> <p>(2) Any Councillor may request that the response be submitted to the Standing Committee in writing.</p> |
| ORDERS TO
EMPLOYEES | 48 | <p>(1) Council or a Standing Committee may give instructions to the City Manager, but Councillors must not give direct instructions to the City Manager or to the employees of the City Manager without a specific direction from Council or a Standing Committee.</p> <p>(2) Council may give instructions to the City Auditor, but Councillors must not give direct instructions to the City Auditor or to the employees of the City Auditor without a specific direction from Council.</p> |

PART VII - MOTIONS

- | | | |
|------------------|----|--|
| NOTICE OF | 49 | A Councillor may make a motion introducing any new matter only |
|------------------|----|--|

MOTION

if:

- (a) notice is given at a Council meeting held at least seven Clear Days before the meeting and a legible copy of the content of the notice is made available to the City Manager; or
- (b) Council passes a Special Resolution dispensing with notice.

DETAILED NOTICE OF MOTION

- 50 (1) A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made.
- (2) A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

DELAY IN PRESENTING MOTION

- 51 (1) If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two regular meetings.
- (2) After the third regular meeting, the motion will be removed from the agenda and may only be made by a new notice of motion.

STYLE AND PRESENTATION OF MOTIONS

- 52 All motions must be concise and unambiguous and must either be given in writing or dictated to the City Manager.
- 53 No motion bringing a new matter before Council may be made while any other motion is pending.

RECOMMENDATIONS ARE NOT MOTIONS

- 54 (1) A motion must be made on an agenda item before it is discussed.
- (2) A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.

SECONDING AND STATING MOTIONS

- 55 All motions must be seconded, and stated by the Chair prior to debate.

WITHDRAWAL

- 56 Once a motion has been moved, seconded and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.

REPEATING MOTIONS

- 57 A motion which has been superseded, withdrawn or not seconded has not been in the possession of Council and may be repeated unless it has been ruled out of order because it is improper.

PUT BY THE CHAIR

- 58 All motions must be put by the Chair before a vote is taken.

**POSTPONE
INDEFINITELY**

- 59 A motion to postpone indefinitely is debatable and debate may deal with the merits of the motion being postponed.
- 60 A motion postponed indefinitely may only be brought back after:
- (a) more than one year from the date of the postponement;
 - (b) a General Election; or
 - (c) a Special Resolution is passed allowing it to be brought back.

**POSTPONE TO A
DEFINITE TIME**

- 61 In sections 62 to 66, "time" includes date and time.
- 62 (1) A motion to postpone to a definite time may be made at any time during debate.
- (2) The motion to postpone to a definite time is only debatable as to advisability of the postponement and is amendable only as to the time specified.
- (3) If a motion is postponed to a definite time, it will take priority over all other unfinished business at that time, but it may not be brought back before that time without a Special Resolution.

AMENDMENTS

- 63 An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

**AMENDMENTS TO
AMENDMENTS**

- 64 (1) Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time.
- (2) The amendment to the amendment must be voted on before the amendment.

- 65 An amendment to an amendment must be relevant to the amendment.

- 66 Notwithstanding section 64, when an amendment is made to change numbers, the longest time, largest sum or largest quantity must be put first.

**DEBATABILITY OF
AMENDMENTS**

- 67 Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

**FRIENDLY
AMENDMENTS**

- 68 (1) Subject to this section, a Councillor may not amend his or her own motion.

- (2) The Chair may accept an amendment as a Friendly Amendment if no Member of Council objects.
 - (3) “Friendly Amendment” means a change that does not affect the substance of a motion and clarifies the motion’s intent.
- REFERRAL MOTIONS**
- 69 A Councillor may move to refer any motion to the appropriate Council Committee or the Administration for investigation and report, and the motion to refer:
- (a) will preclude all further amendments to the motion;
 - (b) is debatable; and
 - (c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.
- REPORT FROM REFERRAL**
- 70 When a response to a referral is before Council, the motion under consideration will be the motion, which was referred, including any amendments made prior to the referral.
- REFERRALS REFUSED BY THE CHAIR**
- 71 The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).
- LIMITING OR ENDING DEBATE**
- 72 Any motion to limit or end debate, including a motion for the Previous Question:
- (a) cannot be debated;
 - (b) must be passed by a Two-Thirds Vote; and
 - (c) may only be amended as to the limit to be placed on debate.
- MOTIONS FOR PREVIOUS QUESTION**
- 73 If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
- 74 Unless a motion to Table is made, when a motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- MOTION TO TABLE**
- 75 (1) A motion may be tabled to enable Council to deal with other more pressing matters.
- (2) A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence

over other new motions.

**ALL CONNECTED
MOTIONS TABLED**

- 76 A motion to Table is not debatable and takes precedence over all other motions connected with the motion being tabled, which are tabled along with the motion.

**TAKE FROM THE
TABLE**

- 77 Any Councillor may move to take a motion from the table, provided no other motion is on the floor.
- 78 A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
- 79 The motion to take from the table is not debatable or amendable and requires a majority vote.
- 80 If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.
- 81 A motion may be taken from the table at any regular meeting, but not at a special meeting, unless prior notice was given.
- 82 If a motion is not taken from the table:
- (a) within one year after the date that it was tabled; or
 - (b) prior to the General Election held after it was tabled;
- it may not be taken from the table but may be made only as a new motion.

**MOTIONS
DISALLOWED**

- 83 If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.

**PRIVILEGED
MOTIONS**

- 84 The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
- (a) a call for Orders of the Day;
 - (b) a Point of Privilege;
 - (c) a motion to recess;
 - (d) a motion to adjourn; and
 - (e) a motion to fix the time to adjourn.

POINT OF

- 85 (1) A Councillor may raise a Point of Privilege to remedy any pressing

PRIVILEGE

situation at any time.

- (2) The Chair must immediately decide whether to accept the Point of Privilege.
- (3) If the Point of Privilege is accepted, it must be dealt with immediately.

MOTION ON POINT OF PRIVILEGE

- 86 If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.

RECESS

- 87 (1) Any Councillor may move that Council recess for a specific period.
- (2) This motion may not be used to interrupt a speaker.
- (3) After the recess, business will be resumed at the point when it was interrupted.
- 88 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

ADJOURNMENT

- 89 A motion to adjourn is not debatable or amendable.
- 90 Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.

NOTICES OF MOTION GIVEN PRIOR TO ADJOURNMENT

- 91 Before putting the motion for adjournment, the Chair must allow an opportunity for any notices of motion to be given.

ADJOURNMENT OF A MEETING

- 92 A motion to adjourn a meeting requires a majority vote, unless Orders of the Day provide for a later adjournment and business remains unfinished, in which case a Two-Thirds Vote is required.

POINT OF ORDER

- 93 (1) A Point of Order which requires immediate attention may interrupt a speaker and is not debatable or amendable.
- (2) The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge.

MOTION TO CHALLENGE

- 94 Any ruling of the Chair may be challenged.
- 95 A motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 96 A motion to Challenge is debatable unless it relates to decorum,

the priority of business, or an undebatable pending motion.

97 If a motion is made to Challenge, the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the Challenge without leaving the chair.

98 If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.

99 Unless there is a Two-Thirds Vote against it, the ruling of the Chair will be upheld.

OBJECTION TO CONSIDERATION OF A MOTION

100 A Councillor may move to object to the consideration of a motion prior to any debate on the motion and the Chair must state the question "Will the motion be considered?"

101 (1) A motion to object to the consideration of a motion is not debatable or amendable.

(2) The motion objected to will be heard unless there is a Two-Thirds Vote against hearing it.

102 If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal in accordance with Section 108 of this bylaw.

DIVIDING MOTIONS INTO PARTS

103 (1) A Councillor may request that a motion be divided if it contains parts which stand as complete propositions.

(2) Council must then vote separately on each proposition.

MOTIONS PREVIOUSLY CONSIDERED

104 Subject to sections 105 to 110, once Council has dealt with any matter, a motion that would have a similar result may not be made.

RECONSIDERING MOTIONS

105 A Councillor who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.

RECONSIDERA- TION NOT ALLOWED

106 A motion to reconsider may not be applied to:

(a) a vote which has caused an irrevocable action; or

(b) a motion to reconsider.

107 (1) A motion to reconsider may be seconded by any Councillor.

(2) A motion to reconsider is only debatable when the motion being

reconsidered is debatable.

**RESCINDING AND
RENEWING
MOTIONS**

108 A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:

- (a) made by a Councillor who voted with the prevailing side;
- (b) brought more than one year after the date of the original motion; or
- (c) brought after a General Election which has taken place since the date of the original motion.

**NOTICE OF
RESCISSION OR
RENEWAL**

109 Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provisions of this bylaw.

**RESCISSION NOT
ALLOWED**

110 No motion to rescind may be made when:

- (a) a vote has caused an irrevocable action; or
- (b) the question can be reached by reconsidering the motion.

PART VIII - VOTING

MOTION CARRIED

111 Unless otherwise specified in this bylaw, a motion will be carried when a majority of Councillors present at a meeting vote in favour of the motion.

TIE VOTE

112 A motion is lost when the vote is tied.

FAILURE TO VOTE

113 Any Councillor who fails to vote will be recorded as having voted in the affirmative, unless a statute expressly allows or requires an abstention.

**LOSS OF QUORUM
(ABSTENTION)**

- 114 (1) If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council.
- (2) If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the *Municipal Government*

Act.

VOTING PROCEDURES

- 115 Votes on all motions must be taken as follows:
- (a) Councillors must be in their designated Council seat when the motion is put;
 - (b) the Chair must put the motion;
 - (c) Councillors must:
 - (i) use the electronic or computerized voting system if it is available;
 - (ii) vote by a show of hands if the electronic or computerized voting system is unavailable;
 - (iii) vote verbally if participating by a communication facility;
 - (d) the Chair must declare the result of the vote.

NO CHANGE TO VOTE

- 116 After the Chair declares the result of a vote, Councillors may not change their vote for any reason.

SILENCE ONCE QUESTION IS PUT

- 117 From the time the question is put by the Chair until the result of the vote is declared, Councillors must be silent and must not leave their seats.

PART IX - RULES GOVERNING DEBATE

ORDER OF SPEAKERS

- 118 The Chair will determine the speaking order when two or more Councillors wish to speak, subject to a Challenge.

ADDRESS CHAIR

- 119 Councillors must address the Chair when speaking.

INTERRUPTIONS

- 120 Councillors who have been assigned their turn to speak may only be interrupted by other Councillors including the Chair:
- (a) when a Councillor is discussing a subject and no motion is on the floor;
 - (b) when a Councillor has exceeded the time limit to speak;
 - (c) by a call for Orders of the Day;

- (d) by a Point of Privilege;
- (e) by a Point of Order;
- (f) by an objection to the consideration of a motion; or
- (g) by a Challenge.

**COUNCILLOR
CALLED TO ORDER**

- 121 (1) A Councillor who is called to order must immediately stop talking, but must be given an opportunity to Challenge before debate is closed.
- (2) Council will decide the Challenge without debate.

PROHIBITED ACTS

- 122 Councillors must not:
- (a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any member of any other governing body in Canada or Council;
 - (b) use offensive words in Council Chambers, or against Council or any Councillor;
 - (c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
 - (d) break the rules of Council or disturb the proceedings; or
 - (e) disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

**REQUEST TO HAVE
MOTION
CONSIDERED**

- 123 A Councillor may require that the motion being considered be read at any time during debate, but must not interrupt a speaker.

**NUMBER OF
SPEECHES**

- 124 Unless otherwise provided in this bylaw, Councillors may speak only twice on any motion, once in debate and once to ask questions; however, Council may give permission to speak again.

TIME LIMITS

- 125 Each Councillor may speak for only five minutes:
- (a) by asking questions on a motion;
 - (b) in debate on a motion;
 - (c) by asking questions on an amendment;

(d) in debate on an amendment; and

(e) in reply, when the Councillor is the mover of the motion;

unless Council gives permission, by a Two-Third Vote, to speak for an additional five minutes.

OPPORTUNITY TO BE HEARD	126	Each Councillor will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.
PARTICIPATION BY CHAIR	127	The Chair must leave the chair to participate in debate, unless debate from the Chair is expressly permitted by this bylaw.

PART X - DUTIES OF THE CHAIR

CHAIR TO MAINTAIN ORDER	128	The Chair will preserve order and decorum and decide all questions of procedure.
CITING REASONS FOR DECISIONS	129	When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he must provide a reason for the decision.
LEAVING CHAIR	130	If the Chair wishes to leave the chair for any reason, he must call on the Deputy Mayor, or in his absence, the Acting Mayor, to preside.
GRANTING PERMISSION TO APPROACH COUNCIL	131	Anyone who is not a Councillor is not allowed to cross the Council Bar or to speak to any Councillor without the Chair's permission.

PART XI - DISCIPLINARY PROCEDURES

CALLING COUNCILLOR TO ORDER	132	The Chair may call to order any Councillor who is out of order.
NAMING A COUNCILLOR FOR AN OFFENCE	133	<p>(1) When a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his name and declaring the offence.</p> <p>(2) The City Manager must note the offence in the minutes.</p>

EFFECT OF NAMING COUNCILLOR

- 134 If a Councillor who has been named:
- (a) apologizes and withdraws any objectionable statements, then:
 - (i) that Councillor may remain and continue participating in the meeting; and
 - (ii) the Chair may direct that the notation of the offence be removed from the minutes; or
 - (b) fails or refuses to apologize, then:
 - (i) that Councillor must immediately leave Council Chambers;
 - (ii) Council must, without debate, vote on a motion to expel that Councillor; and
 - (iii) a majority vote carries the motion.

REMOVAL OF COUNCILLOR

- 135 (1) If a Councillor has been expelled pursuant to section 134, that Councillor must leave Council Chambers immediately.
- (2) The Chair may request the Edmonton Police Service to remove an expelled Councillor if that Councillor does not leave voluntarily.

DISTURBANCE BY PUBLIC

- 136 (1) The Chair may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled.
- (2) A person who refuses to leave is guilty of an offence and liable to the penalties set out in Bylaw 7083, The Penalties Bylaw.
- (3) The Chair may request the Edmonton Police Service to remove the person.

PART XII - PUBLIC AND PRIVATE MEETINGS**PUBLIC MEETINGS**

- 137 Subject to section 138, Council and Committee meetings will be held in public and no person may be excluded except for improper conduct.

PRIVATE MEETINGS

- 138 Council or a Committee may, by resolution, meet privately to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.

NO RESOLUTIONS IN PRIVATE	139	The only resolution that can be passed in a private Council or Committee meeting is a resolution to revert to a public meeting.
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PART XIII - COMMITTEE OF THE WHOLE

MOTION TO FORM COMMITTEE OF THE WHOLE	140	Any Councillor may move that Council resolve into Committee of the Whole to consider any matter.
CHAIR OF COMMITTEE OF THE WHOLE	141	If the motion to resolve into Committee of the Whole is carried, the Mayor will leave the chair and call upon the Deputy Mayor, or in his absence, the Acting Mayor, to preside over the Committee of the Whole.
QUORUM	142	Quorum of Committee of the Whole is a majority of Councillors.
RULES OF PROCEDURE IN COMMITTEE OF THE WHOLE	143	<p>Procedures in Committee of the Whole only differ from Council's in that:</p> <ul style="list-style-type: none"> (a) Councillors may speak more than once, provided that all Councillors who wish to speak to the matter have been permitted to speak; (b) the proceedings will not be recorded except the report to Council; and (c) the only motions permitted are: <ul style="list-style-type: none"> (i) to adopt reports or recommendations and to recommend amendments; (ii) to amend its own reports or recommendations; (iii) to rise without reporting; and (iv) to rise and report.
RISE AND REPORT	144	<p>(1) A motion to rise and report may be made at any time and must be decided without debate.</p> <p>(2) Any matter which has not been decided will be considered lost.</p>
RISE WITHOUT REPORTING	145	(1) A motion to rise without reporting is always in order and takes precedence over any other motion when Council is in Committee of the Whole.

- (2) Debate is allowed and if the motion to rise without reporting is passed by a Two-Thirds Vote, the motion that was on the floor is lost, the Mayor will take the chair, and the Council meeting will resume.

**ADOPTING
RECOMMENDA-
TIONS**

- 146 Any Councillor may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by Committee of the Whole.

PART XIV - COUNCIL COMMITTEES

Division 1 - Standing Committees - General

COMMITTEES

- 147 The following Committees are established:
- (a) Agenda Review Committee;
 - (b) Executive Committee;
 - (c) Transportation Committee;
 - (d) Community Services Committee;
 - (e) Council Services Committee;
 - (f) Repealed
 - (g) Repealed
 - (h) City Manager and City Auditor Performance Evaluation Committee;
 - (i) Utility Committee.

(S.18(a), Bylaw 15166, April 29, 2009)

(S.19(a), Bylaw 15310, December 16, 2009)

(S.2, Bylaw 16194, November 28, 2012)

**MEMBERSHIP OF
STANDING
COMMITTEES**

- 148 The membership of the Executive Committee, Transportation Committee, Utility Committee and Community Services Committee will be determined as follows:

- (a) four Councillors will be appointed to each of the Transportation Committee, Utility Committee and

Community Services Committee, and the Mayor and four other Councillors to the Executive Committee;

- (b) with the exception of the Utility Committee, membership will rotate among Councillors, except the Mayor, so that during a term of office, each Councillor, except the Mayor, serves for a total of sixteen consecutive months on each Committee;
 - (1) Councillors appointed to the Utility Committee:
 - (i) will serve on the Committee from the time of their appointment until their term of office ends; and
 - (ii) may be re-appointed to the Committee for successive terms totalling not more than eight consecutive years; and,
- (c) if a Councillor vacates the office of Councillor during the term of office;
 - (i) the person elected as Councillor in a by-election must take the place of the vacating Councillor in the rotation schedule of Committee membership until the next General Election; or
 - (ii) if no by-election is held, Council may appoint another Councillor to fill the vacancy.

(S.2, Bylaw 16194, November 28, 2012)

(S.2(a),(b),Bylaw 16825, July 16, 2014)

- 149 All Councillors may attend any meeting of any Standing Committee and participate in debate, but may not make motions or vote.

**MAYOR EX
OFFICIO MEMBER**

- 150 (1) The Mayor is a member by virtue of office, of all Committees, unless Council has decided that the Mayor is an actual member of a particular Committee.
- (2) If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.

**ALTERNATE
MEMBERS FOR**

- 151 (1) If quorum is not possible because of the absence of one or more members of a Standing Committee, any Councillor present at the

QUORUM

Standing Committee meeting will become an alternate member of the Committee and will be counted to determine quorum.

- (2) If more than one Councillor is present, priority for selection as an alternate member will be determined in accordance with the Deputy Mayor rotation schedule, beginning with the current Deputy Mayor.
- (3) Alternate membership will cease when there is a quorum of members regularly appointed under this bylaw.

AUTHORITY OF STANDING COMMITTEES

- 152 Standing Committees have full authority to exercise or perform any power or duty delegated under this or any other bylaw.

REQUISITION A MOTION TO COUNCIL

- 153 Any two members of a Standing Committee may, prior to a vote being taken, request that an item be referred to Council and it must be referred without debate.

DIRECT REPORTING TO COUNCIL

- 154 Any Standing Committee may submit its reports directly to Council without a Committee recommendation.

APPROPRIATION OF FUNDS

- 155 Standing Committees must not appropriate, expend or direct the expenditure of any money not provided for in the budget approved by Council or by a special or supplementary budget adjustment approved by Council.

Division 2 - Agenda Review Committee**MEMBERSHIP OF AGENDA REVIEW COMMITTEE**

- 156 (1) The Agenda Review Committee members are the Mayor and the Chairs of the Transportation Committee and the Community Services Committee, or if any of the Chairs are absent, the Vice-Chairs.
- (2) The City Manager must attend all meetings of the Agenda Review Committee.
- (3) If reports falling within the Utility Committee's mandate are on the Agenda Review Committee's agenda, the Chair of the Utility Committee, or if the Chair is absent, the Vice Chair, will attend the Agenda Review Committee as a member for that meeting.

(S.2, Bylaw 16194, November 28, 2012)

CHAIR OF AGENDA REVIEW COMMITTEE

- 157 The Mayor is the Chair of the Agenda Review Committee. If the Mayor is absent, the remaining members of the Committee must

select a Chair.

**AGENDA REVIEW
COMMITTEE
REPORT LIST**

158 The City Manager will provide a list to Councillors of all the reports that the Agenda Review Committee will be reviewing.

**POWERS AND
DUTIES OF
AGENDA REVIEW
COMMITTEE**

- 159 (1) The Agenda Review Committee's primary mandate is to manage the Agendas for Council and Standing Committees and this includes the discretion to redirect reports to the appropriate Standing Committee.
- (2) The Committee will consider controversial items and estimate the time required to deal with each item to be placed on the agenda.
- (3) Agenda Review Committee may group reports dealing with related issues together so that they are presented to Council or the appropriate Standing Committee at the same time.
- (4) A summary of the decisions of the Agenda Review Committee will be circulated to all members of Council.
- (5) Agenda Review Committee may direct the City Manager to release a report early by including the report on an earlier Council or Standing Committee agenda than the agenda for the meeting at which the report will be considered.

**WHEN NO
QUORUM**

160 If there is no quorum of Agenda Review Committee, the City Manager will determine the matters to be placed on Council and Committee agendas.

Division 3 - Standing Committees - General Duties and Responsibilities

**STANDING
COMMITTEE
CHAIR**

- 161 (1) Each Committee, except the Executive Committee and Council Services Committee, will elect a Chair from among the members of the Committee at the first meeting after each organizational meeting.
- (2) If the Committee is unable to elect a Chair, then Council must select the Chair from among the members of the Committee at the next regular Council meeting.

**STANDING
COMMITTEE VICE-
CHAIR**

- 162 (1) The members of the Committee must elect a Vice-Chair who will preside at meetings of the Committee in the absence of the Chair.
- (2) If neither the Chair nor Vice-Chair is present at a Committee meeting, the Committee must elect a Chair from among its

members for that meeting.

**DUTIES OF
STANDING
COMMITTEES**

- 163 Executive Committee, Community Services Committee, Utility Committee and Transportation Committee:
- (a) deals with reports from the departments and other organizations listed in Schedule B;
 - (b) recommends to Council membership appointments to the Council Committees listed in Schedule B;
 - (c) recommends to Council budget adjustments for those departments and Council Committees listed in Schedule B;
 - (d) approves contracts or agreements which exceed the delegated authority of the City Manager or where the City Manager refers the contract or agreement to it; and
 - (e) deals with other matters referred to it by Council.

(S.2, Bylaw 16194, November 28, 2012)

Division 4 - Executive Committee

**CHAIR OF
EXECUTIVE
COMMITTEE**

- 164 The Mayor is the Chair of the Executive Committee.

**SPECIAL DUTIES
OF EXECUTIVE
COMMITTEE**

- 165 The Executive Committee:
- (a) reviews and makes recommendations to Council about:
 - (i) corporate structure,
 - (ii) corporate finance,
 - (iii) corporate personnel issues,
 - (iv) inter-governmental issues, and
 - (v) corporate policy;
 - (b) approves the:
 - (i) settlement of all actions, claims or demands against the City where the amount paid by the City exceeds the City Manager's delegated authority;

- (ii) settlement of all actions, claims, or demands by the City, where the difference between the amount recovered and the amount claimed by the City exceeds the City Manager's delegated authority; and
 - (iii) settlement of any other action, claim or demand referred to it by the City Manager; subject to Council's policies and procedures;
- (c) approves collective bargaining agreements which it authorizes the Administration to negotiate, subject to Council's guidelines, bylaws, policies and budgets, and ensures that all Councillors are informed of the status of collective bargaining and when the agreements are to be discussed;
- (d) solicits and coordinates input from all Councillors and makes recommendations for performance reviews of the City Manager; and
- (e) may instruct the City Manager on any litigation or potential litigation involving the City subject to Council's policies and procedures.

Division 4.1 – Repealed (S.9, Bylaw 17477, April 5, 2016)

- 165.1 Repealed
(S.19, Bylaw 15310, December 16, 2009)
- 165.2 Repealed
(S.19(c), Bylaw 15310, December 16, 2009)

Division 4.2 – Repealed (S.9, Bylaw 17477, April 5, 2016)

- 165.3 Repealed
(S.9, Bylaw 17477, April 5, 2016)
- 165.4(1) Repealed
(S.2(e), Bylaw 16825, July 16, 2014)

Division 5 – Repealed (S.18(b), Bylaw 15166, April 29, 2009)

Division 6 - Council Services Committee

MEMBERSHIP AND CHAIR OF COUNCIL SERVICES COMMITTEE	167 (1) All Councillors are members of the Council Services Committee. (2) At the beginning of the term of office of Council, the Council Services Committee must elect from among its members, a Chair and a Vice-Chair.
DUTIES OF COUNCIL SERVICES COMMITTEE	168 The Council Services Committee is responsible for the Councillors' Office and staff (but not the Office of the Mayor) and any other matters referred to it by Council.

Division 6.1 City Manager and City Auditor Performance Evaluation Committee

MEMBERSHIP	168.1(1) At the Inaugural meeting of Council, three (3) Members of Council will be appointed to the City Manager and City Auditor Performance Evaluation Committee for a term of up to four years.
	(S.2(c), Bylaw 16825, July 16, 2014)
DUTIES	(2) The City Manager and City Auditor Performance Evaluation Committee facilitates and liaises with the external consultant to assist the consultant in making recommendations to City Council on: a) the annual performance goals of the City Manager and the City Auditor; and b) the annual performance results of the City Manager and the City Auditor.

Division 6.2 - Utility Committee

168.2 For the purposes of this Division:

- (a) **“City Regulated Utilities”** means the Stormwater Utility, the Sanitary Utility, the Waste Management Utility and the Water Utility;
- (b) **“EPCOR”** means EPCOR Water Services Inc.;
- (c) **“Gold Bar”** means the Gold Bar Wastewater Treatment Plant owned and operated by EPCOR;

- (d) **“Land Drainage Utility”** means the City owned and regulated utility responsible for storm and surface water management;
- (e) **“Sanitary Utility”** means the City regulated utility which includes wastewater treatment provided by Gold Bar, and the City owned and operated system of collection and transmission of wastewater;
- (f) **“Waste Management Utility”** means the City owned and regulated utility responsible for garbage and recyclables collection, processing and disposal.
- (g) **“Water Utility”** means the EPCOR owned and City regulated utility which is responsible for the production, treatment and supply of potable water within the municipal boundaries of the city of Edmonton.

(S.2(f), Bylaw 16825, July 16, 2014)

168.3 The Utility Committee reviews and makes recommendations to Council about:

- (a) reports on the governance, policy, budget, and rate regulation of the City Regulated Utilities, as applicable;
- (b) Utility Advisor reports; and
- (c) Utilities Consumer Advocate Advisory Board reports.

168.4 The Utility Committee may direct the Utility Advisor to provide information to the Committee in relation to matters falling within its mandate.

168.5 The Utility Committee will meet at least four times per calendar year.

Division 7 - Procedural Rules for Standing Committees

RULES GOVERNING DEBATE IN STANDING COMMITTEE

- 169 Unless otherwise stated, the following rules apply to Standing Committees:
- (a) motions need not be seconded;
 - (b) there is no limit to the number of times a member may speak to a question;
 - (c) a motion for the Previous Questions will not be allowed;

- (d) informal discussion of a subject is permitted when no motion has been made;
- (e) the Chair may make motions, participate in debate and vote on all motions without leaving the Chair; and
- (f) Civic Agency Activity Reports are deemed to be selected by the Chair in order for a representative from the Civic Agency to make a presentation on the report, address the Committee, or answer questions of the Committee.

(S.12, Bylaw 17477, April 5, 2016)

**COUNCIL RULES
TO SUPPLEMENT
COMMITTEE
RULES**

- 170 Unless specific rules for Standing Committee procedures exist, Standing Committees must follow the procedural rules of Council.

Division 8 - Procedures for Council Committees

**APPOINTING
COUNCIL
COMMITTEES**

- 171 (1) Council may by bylaw establish a Council Committee to investigate and report to Council or a Standing Committee on any matter.
- (2) Council may appoint, by resolution, Councillors, city employees or other individuals to Council Committees.
- (3) When a Council Committee is established by bylaw, Council must:
- (a) name it;
 - (b) establish Terms of Reference;
 - (c) establish the term of appointment, or direct that the committee exists at the pleasure of Council;
 - (d) establish requirements for reporting to Council or a Standing Committee; and
 - (e) allocate any necessary budget or other resources.

**PROCEDURES FOR
COUNCIL
COMMITTEES**

- 172 The procedures outlined in sections 173 to 179 are the minimum requirements to be followed by Council Committees.

**REGULAR
MEETINGS OF
COUNCIL**

- 173(1.1) A Council Committee must at least once per year establish its regular meeting schedule and provide that schedule to the City Manager by delivering it to the Office of the City Clerk not less

COMMITTEES

than 72 hours prior to the first regularly scheduled meeting.

173(1.2) The Chair of a Council Committee must provide written notice of all special meetings to the City Manager, by delivering it to the Office of the City Clerk not less than 48 hours prior to the date on which the special meeting will take place.

173(2.1) A Council Committee must publish its meeting schedule and notices of any special meetings on the City's website in the manner directed by the City Manager.

(S.13-14, Bylaw 17477, April 5, 2016)

CALL OF MEETINGS

174 (1) The Chair may call a meeting of the Committee at any time and must do so if a majority of Committee members so request in writing, including a statement of the purpose of the meeting.

(2) A special meeting requested by Committee members must be held within 14 days after the request is received.

NOTIFICATION OF COMMITTEE OF COUNCIL MEETINGS

175 Notice of Committee of Council meetings not approved in their annual schedule or cancellation of a previously called meeting must comply with section 18 of this bylaw and be filed with the Office of the City Clerk a minimum of 48 hours prior to the meeting.

QUORUM

176 Quorum is a majority of members of a Council Committee unless specified otherwise by this or any other bylaw.

MINUTES

177 (1) Minutes must be prepared for all Council Committee meetings and will include:

- (a) all decisions and other proceedings;
- (b) the names of the Committee members present at and absent from the meeting;
- (c) any abstentions made under the *Municipal Government Act* by any member and the reason for the abstention; and
- (d) the signatures of the Chair, and the Recording Secretary.

(2) Minutes must be retained in a safe manner and must be made available upon request

ADOPTION OF MINUTES

178 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted:

- (a) if there are errors or omissions, the Committee must pass a motion to amend the minutes and adopt the minutes as amended; or
- (b) if there are no errors or omissions, the Committee must adopt the minutes as circulated.

**COUNCIL RULES
TO SUPPLEMENT
COUNCIL
COMMITTEE
RULES**

- 179 Council Committees may adopt any of the other procedural rules of City Council other than the ability to ask Councillor Inquiries.

Division 9 – Repealed (S.18(c), Bylaw 15166, April 29, 2009)

PART XV - BYLAWS

**APPROVAL OF
FORM BY CITY
MANAGER**

- 188 The City Manager must approve the form of every proposed bylaw prior to its submission to Council.

**TITLE AND BYLAW
NUMBER**

- 189 All proposed bylaws must have a bylaw number assigned by the City Manager and a concise title.

**NOTICE OF
PROPOSED BYLAW**

- 190 The bylaw number and the title of a proposed bylaw must be included on the agenda, and the City Manager must provide all Councillors with a copy of the proposed bylaw prior to any motion for first reading.

FIRST READING

- 191 (1) A proposed bylaw must be introduced at a Council meeting by a motion that "Bylaw Number (specify the number assigned by the City Manager) be read for a first time".
- (2) Council may hear an introduction of the proposed bylaw from the Administration.

SECOND READING

- 192 After first reading has been given, any Councillor may move that "Bylaw Number (specifying the proposed bylaw number) be read a second time".

**AMENDMENT
PRIOR TO THIRD
READING**

- 193 (1) Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- (2) If amendments to the proposed bylaw have been carried:

		(a) all Councillors must be given an opportunity to review the full text of the amendments; and
		(b) the Chair must put the question that "Bylaw Number (specify the bylaw number), as amended, be given third reading".
THIRD READING	194	After second reading has been given, any Councillor may move that "Bylaw Number (specifying the bylaw number) be read a third time".
NUMBER OF READINGS ALLOWED AT A MEETING	195	Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favour of allowing a third reading at that meeting.
FAILURE OF A READING	196	(1) If any reading of a proposed bylaw fails: <ul style="list-style-type: none"> (a) any previous readings are rescinded; and (b) first reading of the proposed bylaw may not be dealt with again except in accordance with sections 105 to 110. (2) Subject to the Land Use Bylaw, failure of any reading of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.
SIGNING AND SEALING BYLAWS	197	The Mayor and the City Manager must sign and seal the bylaw as soon as reasonably possible after third reading is given.
EFFECTIVE DATE	198	A bylaw is effective from the beginning of the day it is signed, unless the bylaw or any applicable statute provides for another effective date.
AMENDMENT AND REPEAL	199	Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by provincial legislation.

PART XVI - STATUTORY AND NON-STATUTORY HEARINGS

Division 1 - Non-Statutory Hearings

PERSONS WISHING TO ADDRESS	200	If a person wishes to speak to Council or a Committee on any
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COUNCIL

matter that is on the agenda, for which a hearing is not required by statute, that person must notify the City Manager in writing and must state the reason for the request to speak.

**REFERRAL BY
CITY MANAGER**

- 201 After receiving the request to speak on an item, the City Manager will place the request before City Council or a Standing Committee for consideration.

**COUNCIL
CONSIDERATION
OF REQUEST**

- 202 Council may:
- (a) refer the matter to a Committee for a hearing;
 - (b) hear from the person making a direct request to be heard by Council; or
 - (c) refuse to hear from the person making a direct request to be heard by Council.

**COMMITTEE
CONSIDERATION
OF REQUEST**

- 203 (1) A Committee must hear any person referred to it by Council.
- (2) A Committee may:
- (a) hear from a person making a direct request to be heard by that Committee; or
 - (b) refuse to hear from a person making a direct request to be heard by that Committee.

**PROCEDURAL
RULES FOR NON-
STATUTORY
HEARINGS**

- 204 (1) When hearing from the public, Council does not require a motion on the floor.
- (2) The following procedures will apply to non-statutory hearings before Council or a Standing Committee:
- (a) the administration will introduce the matter;
 - (b) any Councillor may move that "(name of person) be heard";
 - (c) if the motion to hear the person is passed, that person will be allowed five minutes to speak to the matter;
 - (d) Repealed
 - (e) after a person has spoken, any Councillor may ask that speaker relevant questions; and
 - (f) any Councillor may ask the Administration relevant questions after all persons granted permission to speak have

spoken.

- (3) Where a Non-Statutory Public Hearing is being held, Council or a Committee may choose to panel the presenters and use the following procedures:
- (a) the Administration will introduce the matter;
 - (b) each presenter will have five minutes to make a presentation;
 - (c) after all the presenters on the panel have made their presentations, any Councillor may ask questions of their panel; and
 - (d) once all the panels have been heard, any Councillor may ask questions of the Administration.

Division 2 - Statutory Hearings

STATUTORY HEARINGS WHICH MAY BE DELEGATED BY COUNCIL

205

When Council is permitted to delegate a hearing by statute, Council may delegate the responsibility to hold the hearing to any Committee.

TIME FOR A STATUTORY HEARING ON A BYLAW

206

The statutory hearing on any proposed bylaw or resolution must be held before the Chair has put:

- (a) a motion on the resolution; or
- (b) a motion for the second reading of a bylaw.

CALLING THE BYLAW OR RESOLUTION

207

To begin a statutory hearing, the City Manager must ask if anyone is present to speak to the proposed bylaw or resolution.

WHEN SPEAKER PRESENT

208

If a person indicates their presence to speak to the proposed bylaw or resolution, then the following procedures will apply:

- (a) the Administration will introduce the proposed bylaw or resolution;
- (b) persons will be allowed five minutes to speak; those in favour will speak first, followed by those opposed;
- (c) after a person has spoken, any Councillor may ask that

speaker relevant questions;

- (d) any Councillor may ask the Administration relevant questions after all persons who wish to speak have been heard;
- (e) Council must allow an opportunity to all persons to respond to any new information that has arisen; and
- (f) if Council wishes to make amendments to the proposed bylaw or resolution, Council will:
 - (i) direct the Administration to amend the bylaw or resolution;
 - (ii) give first reading to the bylaw with amendments; or
 - (iii) move the resolution and amend;

and Council must allow a further opportunity to all persons to respond to the amendments.

**WHEN NO
SPEAKER PRESENT**

209 If no one is present to speak to a proposed bylaw or resolution which requires a statutory hearing, Council may hear an introduction of the matter from the Administration, ask relevant questions, and then must vote to close the statutory hearing.

210 (1) A statutory hearing must be closed:

- (a) before second reading of the bylaw, or
- (b) before council votes on the resolution.

(2) After the close of the statutory hearing, Council may debate the proposed bylaw or resolution and may:

- (a) pass the bylaw or resolution, or
- (b) defeat the bylaw or resolution

ABSTENTION

211 (1) A Councillor who was absent for all of a public statutory hearing on a proposed bylaw or resolution must not vote.

(2) A Councillor who was absent for part of a statutory hearing may choose not to vote.

(3) If a Councillor does not vote, the abstention must be recorded under section 113.

Division 3 - Representatives**WRITTEN
AUTHORIZATION
TO SPEAK FOR
ANOTHER**

- 212 (1) If a person is unable to attend a hearing, that person may authorize an individual to speak on his behalf.
- (2) The authorization must:
- (a) be in writing;
 - (b) name the individual authorized to speak;
 - (c) indicate the proposed bylaw or resolution to be spoken to; and
 - (d) be signed by the person giving the authorization.

**STATEMENT OF
AUTHORIZATION**

- 213 The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the City Manager.

**FIVE MINUTES TO
SPEAK**

- 214 An authorized speaker who represents more than one person will be allowed only five minutes to speak, unless Council/Standing Committee decides otherwise.

PART XVII - COMMUNICATIONS**REQUIREMENTS
FOR
COMMUNICATIONS
SENT TO CITY
COUNCIL**

- 215 Any communication intended for Council or a Committee which reaches the City Manager must:
- (a) be legible and coherent;
 - (b) be able to identify the writer, the writer's address and preferably telephone number;
 - (c) be on paper, in a printable format or a playable format; and
 - (d) not be libelous, impertinent or improper.

**CITY MANAGER TO
PROCESS
COMMUNICATIONS**

- 216 If the standards set out in section 215 are met, the City Manager must:
- (a) refer the communication to the Administration for a report or a direct response, and inform the Councillors of the

referral;

- (b) if it relates to an item already on an agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting;
- (c) send a copy of the communication or a summary of it to all Councillors for information; or
- (d) take any other appropriate action on the communication.

DISPOSAL OF COMMUNICATIONS

- 217 (1) If the standards set out in section 215 are not met, the City Manager may file the communication, or dispose of it, unless the City Manager determines the communication to be libelous, impertinent or improper, in which case the City Manager must summarize the communication and inform Council that it is being withheld.
- (2) Council may direct that any communication withheld under this section be forwarded to members of Council.

ADVISE COMMUNICATOR

- 218 The City Manager must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

DEBATE ON COMMUNICATIONS

- 219 (1) Council may:
- (a) refer any communication to the Administration for a report; and
 - (b) give other instructions on the communication.
- (2) Council may not debate the subject of a communication without a Two-Thirds Vote in favour of debate, or without prior notice.

COMMUNICATIONS ON PREVIOUS DECISIONS

- 220 When a communication requests Council or a Committee to reconsider, rescind or renew a previous decision, the City Manager must inform the person sending the communication that the request can only be dealt with in accordance with sections 105 to 110.

PETITIONS

- 221 Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the *Municipal Government Act* or other legislation.

COUNCILLOR'S COMMUNICATIONS

- 222 Councillors may present in writing:
- (a) notices of motion; and

- (b) reports on any meetings attended or matters dealt with at the request of Council;

for inclusion on the agenda, but they may not present any other written communications prepared by them or on their behalf.

PART XVIII - GENERAL

AMENDING OR REPEALING THIS BYLAW

223 To amend or repeal this bylaw, Council must:

- (a) pass a bylaw at a regular or special meeting of Council at which all Councillors are present; or
- (b) pass a bylaw at a regular meeting of Council following written notice of motion openly announced at a meeting of Council held at least five days prior to presentation of the bylaw for first reading.

REPEALS

224 Bylaw 9999, *The Procedures and Committees Bylaw*, as amended, is repealed.

NUMBER AND GENDER REFERENCES

225 All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

SCHEDULE A – ORDERS OF THE DAY

Part 1(a) - City Council Order of Business

Call to Order
Moment of Reflection
Adopt Agenda
Adopt Minutes
Protocol Items
Unfinished Business
Items Selected for Debate & Vote on All Other Items
Vote on Bylaws Not Selected for Debate
Councillor Inquiries
Reports to be Dealt with at a Future Meeting
Reports Re-routed by Agenda Review Committee
Status Report
Reports
Bylaws
Motions Pending
Private Reports
Notices of Motion
Adjournment

Part 1(b) - Standing Committee Order of Business

Call to Order
Adopt Agenda
Adopt Minutes
Protocol Items
Unfinished Business
Items Selected for Debate & Vote on All Other Items
Councillor Inquiries
Reports to be Dealt with at a Future Meeting
Reports Re-routed by Agenda Review Committee
Status Report
Reports
Responses to Councillor Inquiries
Motions Pending
Private Reports
Notices of Motion
Adjournment

Part 1(c) - Council & Standing Committee Order of Business Dealing with Civic Agency Recruitment

Call to Order
Adopt Agenda
Reports
Private Reports
Notices of Motion
Adjournment

(S.3, Bylaw 16825, July 16, 2014)

(S.4, Bylaw 17353, September 9, 2015)

SCHEDULE B – DEPARTMENTS AND CIVIC AGENCY ASSIGNMENTS

COUNCIL

Civic Agency Reports	Civic Agency Appointments
	<p>Council will select citizen members for appointment to the following Civic Agencies:</p> <ul style="list-style-type: none"> • Edmonton Police Commission • Edmonton Regional Airport Authority

(S.3(a), Bylaw 16194, November 28, 2012)

(S.4, Bylaw 16825, July 16, 2014)

COMMUNITY SERVICES COMMITTEE

Reporting through the Community Services Committee:

- Community Services

Civic Agency Reports	Civic Agency Appointments
<p>Matters relating to the following Civic Agencies will be reported through the Community Services Committee:</p> <ul style="list-style-type: none"> • Advisory Board on Services for Persons with Disabilities • City of Edmonton Youth Council • Combative Sports Commission • Community Services Advisory Board • Edmonton Aboriginal Urban Affairs Committee • Edmonton Historical Board • Edmonton Police Commission • Edmonton Public Library Board • River Valley Alliance Advisory Committee • Task Force for the Elimination of Poverty in Edmonton • Women's Advocacy Voice of Edmonton Committee 	<p>Community Services Committee will recommend to City Council citizen appointments to the following Civic Agencies:</p> <ul style="list-style-type: none"> • Advisory Board on Services for Persons with Disabilities • City of Edmonton Youth Council • Combative Sports Commission • Community Services Advisory Board • Edmonton Aboriginal Urban Affairs Committee • Edmonton Historical Board • Edmonton Public Library Board • Edmonton Space and Science Foundation • Snow Valley Ski Club Board of Directors • Task Force for the Elimination of Poverty in Edmonton • Women's Advocacy Voice of Edmonton Committee

(S.3(b), Bylaw 16194, November 28, 2012)

(S.5,6, Bylaw 16825, July 16, 2014)

SCHEDULE B – CONTINUED**TRANSPORTATION COMMITTEE**

Reporting through the Transportation Committee:

- Transportation Services

Civic Agency Reports	Civic Agency Appointments
Matters relating to the following Civic Agencies will be reported through the Transportation Committee: <ul style="list-style-type: none"> • Edmonton Transit System Advisory Board 	Transportation Committee will recommend to City Council citizen appointments to the following Civic Agencies: <ul style="list-style-type: none"> • Edmonton Transit System Advisory Board

(S.3(c), Bylaw 16194, November 28, 2012)

EXECUTIVE COMMITTEE

Reporting through the Executive Committee:

- Office of the City Manager
- Financial Services and Utilities, except for utilities matters within the purview of other Standing Committees
- Corporate Services
- Sustainable Development

Civic Agency Reports	Civic Agency Appointments
Matters relating to the following Civic Agencies will be reported through the Executive Committee: <ul style="list-style-type: none"> • Business Revitalization Zone Associations • Assessment Review Board Administrative Committee • Edmonton Design Committee • Edmonton Salutes • Naming Committee • Subdivision and Development Appeal Board 	Executive Committee will recommend to City Council citizen appointments to the following Civic Agencies: <ul style="list-style-type: none"> • Assessment Review Board • Capital Region Housing Corporation • Edmonton Design Committee • Greater Edmonton Foundation • Naming Committee • Subdivision and Development Appeal Board Executive Committee will recommend to City Council citizen appointments to the following Standing Committees: <ul style="list-style-type: none"> • LRT Governance Board

(S.54, Bylaw 15361, February 3, 2010)

(S.3(d), Bylaw 16194, November 28, 2012)

(S.7, Bylaw 16825, July 16, 2014)

UTILITY COMMITTEE

Reporting through Utility Committee

- Drainage Design and Construction
- All matters involving City Regulated Utilities and other matters in Part XIV Division 6.2

Reports	Appointments
Matters relating to the following will be reported through the Utility Committee: <ul style="list-style-type: none"> • Utility Advisor • Utilities Consumer Advocate Advisory Board 	Utility Committee will recommend to Council appointments to: <ul style="list-style-type: none"> • Utilities Consumer Advocate Advisory Board

(S.8(a),(b), Bylaw 16825, July 16, 2014)

AUDIT COMMITTEE

Reporting through Audit Committee:

- City Auditor
- External Auditor

Reports	Appointments
Matters identified in Bylaw 16097, the Audit Committee Bylaw	Councillors appointed to the Audit Committee will make recommendations to Council for the appointment of the Committee's public members, in accordance with Bylaw 16097

(S.3(e), Bylaw 16194, November 28, 2012)

**SCHEDULE C – PROCEDURES FOR PARTICIPATING IN COUNCIL OR STANDING
COMMITTEE MEETINGS FROM REMOTE LOCATIONS**

Acceptable Circumstances for Use:

- 1 A Member of Council may participate in a specific item(s) at a Council or Standing Committee meeting by using a Communication Facility if:
 - (a) The Member of Council is in a location outside Edmonton for any reason;
 - (b) The Member of Council is in a location within the City of Edmonton, but is unable to attend a meeting for medical reasons of himself or herself, or an immediate family member;
 - (c) There is a quorum of other Members of Council situated in the actual meeting place to ensure the meeting could continue if the Communication Facility failed;
 - (d) The City Manager is present at the place specified in the notice to the public about this meeting.

Public Participation:

- 2 Any person may participate in a meeting of Council or a Standing Committee using communication facilities if:
 - (a) The costs of such participation are paid for by the person wishing to use the communication facility, unless the City Manager has agreed to pay for the cost;
 - (b) That person is in a location outside Edmonton; and
 - (c) The person has given notice under section 5.
- 3 The City Manager may require a deposit to cover the cost of using the communication facility.

Notice of Proposed Use:

- 4 Any person who wants to use a communication facility must:
 - (a) Notify, in writing or by email, Mayor, Chair for Committee, and City Manager that he or she intends to participate on a specific item(s) by means of a communication facility with a request that this item be made time specific; and member of the public must give two days notice, and
 - (b) Advise the City Manager of the phone number at which he or she will be available throughout the meeting.
- 5 In the event a Member of Council is out of Edmonton at the time a Special Meeting of Council is called, the City Manager will use best efforts to contact the Councillor, at the phone number(s) or email address(es) left with the City Manager at the time of the Councillor's departure, to notify him or her of the meeting. Opportunity will be

given to the Member of Council to participate in the meeting as provided in this Schedule.

Initiating Use of a Communication Facility:

- 6 The City Manager will telephone the person at the pre-arranged number when the item actually comes up for discussion or at the beginning of the meeting, depending on the request in the notice.

Voting:

- 7 When a vote is called on a motion, the Member of Council who is participating in the meeting by means of a communication facility will vote verbally. If the meeting is a meeting of Council occurring in Council Chamber, the vote may be stated for all to hear and then registered in the meeting management system; or the Councillor may request to state his or her vote to the City Manager who will register the vote confidentially. In either situation, the Councillor who is not in the meeting location will indicate his or her vote only after all other Councillors have voted electronically or by a show of hands.
- 8 If technology is available, a Member of Council at a remote location will use the meeting management system to vote.

Costs:

- 9 The cost of the long distance telephone call to one Councillor may be charged to the office of that Member of Council. Cost for participation of any other person may be charged to that person, unless the City Manager has agreed to pay the cost.
- 10 When two or more persons participate in a Council or Standing Committee meeting using a communication facility, a conference call may be arranged. The cost of the long distance calls made by Councillors will be charged to their respective offices. The costs of long distance calls made by any other person will be charged to that person, unless the City Manager has agreed to pay the costs. Additional costs of the conference call arrangements will be charged in equal portions to all persons paying the cost of the long distance calls.

Exceptions:

- 11 Council or Standing Committee may consider requests for exceptions from this procedure when exceptional circumstances exist.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 and Bylaw No. 12005, and printed under the City Manager's authority.)

Changes to Bylaw 12300, passed by Council June 28, 2000, per:

Bylaw 15166, April 29, 2009
Bylaw 15310, December 16, 2009
Bylaw 15361, February 3, 2010
Bylaw 16194, November 28, 2012
Bylaw 16825, July 16, 2014
Bylaw 17005, March 17, 2015
Bylaw 17353, September 9, 2015
Bylaw 17477, April 5, 2016