



CITY OF EDMONTON

BYLAW 18156

COUNCIL COMMITTEES BYLAW

(CONSOLIDATED ON JANUARY 23, 2018)

**THE CITY OF EDMONTON
BYLAW 18156
COUNCIL COMMITTEES BYLAW**

Edmonton City Council enacts:

PART I - PURPOSE AND INTERPRETATION

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| PURPOSE | 1 | The purpose of this bylaw is to prescribe the powers, duties, and functions of the City's Standing Committees and Council Committees. |
| DEFINITIONS | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none">(a) “Chair” means<ul style="list-style-type: none">(i) for Council, the Mayor, or(ii) for a Standing Committee or Council Committee, the individual appointed as Chair pursuant to this bylaw;(b) “City” means The City of Edmonton;(c) “City Administration Bylaw” means the City's City Administration Bylaw, Bylaw 16620;(d) “City Manager” means the City's chief administrative officer or delegate;(e) “Council” means the City's council;(f) “Council Committee” means a City council committee, but does not include a Standing Committee;(g) “Council Procedures Bylaw” means the City's Council Procedures Bylaw, Bylaw 18155;(h) “Councillor” means the City's councillors and includes the Mayor; |

- (i) **“FOIP head”** means the individual designated as head for the purposes of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;
- (j) **“Mayor”** means the City’s chief elected official;
- (k) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26;
- (l) **“Standing Committee”** means a City council committee designated in section 13 as a Standing Committee; and
- (m) **“Vice-Chair”** means the individual appointed as vice-chair pursuant to this bylaw.

RULES FOR INTERPRETATION

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The following interpretation rules apply to this bylaw:

- (a) marginal notes and headings in this bylaw are for reference purposes only; and
- (b) if there is a conflict or inconsistency between a bylaw establishing a Standing Committee or Council Committee and this bylaw, the establishing bylaw will prevail to the extent of the conflict or inconsistency.

PART II - GENERAL COMMITTEE STRUCTURE

ACCOUNTABILITY

4

- (1) All Standing Committees and Council Committees are accountable to Council.
- (2) All Council Committees will report to Council at least annually.
- (3) A Council Committee may provide reports or seek direction from Council at any time other than the annual report required by subsection (2) by reporting to the Standing Committee with the most similar mandate.

MEMBERSHIP

5

- (1) Members of Standing Committees and Council Committees will be appointed by Council.
- (2) Unless otherwise stated in this bylaw, the Mayor will not be a member of a Council Committee.

CHAIR & VICE-CHAIR

6

- (1) Unless otherwise stated in this bylaw, each Standing Committee

and Council Committee must, at its first meeting after Council's organizational meeting each year, appoint a Chair and Vice-Chair from its members.

- (2) If a Standing Committee or Council Committee is unable to appoint a Chair or Vice-Chair, Council will appoint the Chair or Vice-Chair.

**CITY MANAGER
SUPPORT**

- 7 (1) The City Manager will provide administrative and other support, including meeting facilities and equipment, to allow a Standing Committee or Council Committee to fulfill its mandate.
- (2) The City Manager may appoint City employees to perform liaison functions between the City and a Council Committee.

FOIP HEAD

- 8 The City Manager will be the FOIP head for all Standing Committees and Council Committees.

**MEETING
PROCEDURES**

- 9 (1) All Standing Committees and Council Committees will follow the meeting procedures prescribed by the Council Procedures Bylaw.
- (2) Where an applicable procedure prescribed by the Council Procedures Bylaw refers to a Councillor, that reference is deemed to refer to any member of a Council Committee.

**COUNCIL
COMMITTEE WORK
PLAN**

- 10 (1) At least annually, a Council Committee must approve a work plan that aligns with its mandate and identifies its anticipated resource requirements.
- (2) During its annual report to Council required by section 4(2), a Council Committee must present its work plan for the current year and a summary of its most recently completed work plan.

**ROLE OF THE
COUNCIL
COMMITTEE CHAIR**

- 11 In addition to duties prescribed by the Council Procedures Bylaw, the Chair will perform the following duties for a Council Committee:
 - (a) if requested by Council, provide recommendations regarding the re-appointment of members of a Council Committee;
 - (b) assist the City Manager to prepare the budget for the Council Committee;
 - (c) prepare the Council Committee's annual work plan for approval by the Council Committee;

- (d) attend Council on behalf of the Council Committee as required; and
- (e) speak publicly about matters within the Council Committee’s mandate after receiving approval from the Council Committee.

**COUNCIL
COMMITTEE SUB-
COMMITTEES**

- 12 A Council Committee may establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Council Committee.

PART III - STANDING COMMITTEES

**STANDING
COMMITTEES**

- 13 The following Council Committees are designated as Standing Committees:
- (a) Agenda Review Committee;
 - (b) Audit Committee;
 - (c) City Manager and City Auditor Performance Evaluation Committee;
 - (d) Community and Public Services Committee;
 - (e) Council Services Committee;
 - (f) Executive Committee;
 - (g) Inter-municipal and Regional Development Committee;
 - (h) Urban Planning Committee; and
 - (i) Utility Committee.

**COUNCILLOR
MEMBERSHIP**

- 14 (1) In this section, “Councillor” does not include the Mayor.
- (2) At each inaugural organizational meeting, Council will appoint Councillors for 16-month terms to each of:
- (a) Community and Public Services Committee;

(b) Executive Committee; and

(c) Urban Planning Committee.

- (3) The appointments required by subsection (2) must ensure each committee has four Councillor members at all times and must allow each Councillor to serve one, 16-month term on each committee during their term of office.
- (4) At each inaugural organizational meeting, Council will appoint four Councillors for the length of their term of office as members of Audit Committee, Inter-Municipal and Regional Development Committee, and Utility Committee.
- (5) At each inaugural organizational meeting, Council will appoint three Councillors for the length of their term of office to form the membership of City Manager and City Auditor Performance Evaluation Committee.
- (6) Councillors that are not members of a Standing Committee may attend any meeting of that Standing Committee, but, subject to section 17, may not vote or make motions, and will not be counted towards quorum.

MAYOR

- 15 (1) The Mayor is a member of Audit Committee, Executive Committee, and Inter-municipal and Regional Development Committee for the length of their term of office.
- (2) The Mayor may attend any Standing Committee meeting.
- (3) When the Mayor is present at a Standing Committee meeting of which they are not otherwise a member, the Mayor may make motions and vote, and must be counted towards quorum for that meeting.
- (4) The Mayor is the Chair of:
- (a) Agenda Review Committee;
- (b) Audit Committee;
- (c) Executive Committee; and
- (d) Inter-municipal and Regional Development Committee.

VACANCY

- 16 If a Councillor ceases to hold office during their term of office:

- (a) the individual elected as Councillor in a by-election will take the place of the former Councillor on all Standing Committees; or
- (b) if no by-election is held, Council may appoint another Councillor to fill any vacancy.

ALTERNATES

- 17
- (1) If quorum for a Standing Committee meeting would not otherwise be possible, the Chair may appoint any Councillor present at the meeting as an alternate.
 - (2) If more than one Councillor is present, the current deputy Mayor will have priority for appointment as an alternate, followed by the next scheduled deputy Mayor.
 - (3) A Councillor appointed as an alternate of a Standing Committee pursuant to subsection (1) will count towards quorum and may attend, make motions, and vote as if the Councillor was a member of the Standing Committee.
 - (4) A Councillor's appointment as an alternate pursuant to this section will automatically end once quorum is achieved by the members of the Standing Committee.

MANDATES

- 18
- The mandates of the Standing Committees will be as follows:
- (a) the mandate of the Agenda Review Committee is to review items proposed for consideration by Council or a Standing Committee and manage the agendas for upcoming Council or Standing Committee meetings, including long-term agenda planning;
 - (b) the mandate of Audit Committee is described in the Audit Committee Bylaw, Bylaw 16097;
 - (c) the mandate of the City Manager and City Auditor Performance Evaluation Committee is to make recommendations to Council regarding
 - (i) the annual performance goals of the City Manager and the City Auditor; and
 - (ii) the annual performance results of the City Manager and City Auditor;
 - (d) the mandate of Community and Public Services Committee is the delivery of City services, including

- (i) neighbourhoods and communities,
 - (ii) social development,
 - (iii) recreational activities and facilities,
 - (iv) cultural and social programs and activities,
 - (v) emergency services, and
 - (vi) municipal enforcement;
- (e) the mandate of Council Services Committee is the oversight of all Councillors' offices, excluding the office of the Mayor, and other matters referred to it by Council;
- (f) the mandate of Executive Committee is financial and corporate issues, including
- (i) governance,
 - (ii) communications and public engagement,
 - (iii) City budgets,
 - (iv) City business, financial, and economic management,
 - (v) City personnel matters,
 - (vi) assessment and taxation,
 - (vii) information technology,
 - (viii) intergovernmental affairs,
 - (ix) financial and economic issues related to real estate and housing, and
 - (x) implementation of City infrastructure projects;
- (g) the mandate of Inter-municipal and Regional Development Committee is regional development, including
- (i) the development of a stronger

collaborative framework between the City and adjacent municipalities,

- (ii) intergovernmental affairs as they relate to regional development, and
- (iii) annexation-related items, including representing Council's position during annexation negotiations;

(S2 Bylaw 18247 November 14, 2017)

- (h) the mandate of Urban Planning Committee is sustainable City planning, including
 - (i) growth, development, and management of the urban form,
 - (ii) urban transportation,
 - (iii) infrastructure,
 - (iv) parks,
 - (v) municipal reserve,
 - (vi) environmental, housing, and real estate planning, and
 - (vii) community engagement for urban planning matters; and
- (i) the mandate of Utility Committee is to make recommendations to Council regarding the rates, governance, policies, and operations of all municipal public utilities and non-municipal public utilities.

AUTHORITIES

19

A Standing Committee may, within the parameters of its mandate prescribed by section 18:

- (a) make recommendations to Council;
- (b) approve agreements that exceed the delegated authority of the City Manager as prescribed by the City Administration Bylaw or that are referred to the Standing Committee by the City Manager; or

(c) deal with any matter referred to it by Council.

**RECOMMEND
APPOINTMENTS**

- 20 (1) A Standing Committee may interview and recommend to Council the appointment of individuals to Council Committees and other City agencies, boards, and commissions.
- (2) The City Manager will, at least annually, prepare a list of all Council Committees and other City agencies, boards, and commissions that will require Council to appoint members within the upcoming year.
- (3) For each appointment identified by subsection (2), the City Manager will provide a report listing potential candidates to a Standing Committee with a mandate similar to the entity for which the appointment is required.

PART IV - AGENDA REVIEW COMMITTEE

MEMBERSHIP

- 21 (1) The members of the Agenda Committee will be:
- (a) the Mayor; and
- (b) the Chairs of all Standing Committees.
- (2) Subsection 1(b) does not apply to the Chairs of City Manager and City Auditor Performance Evaluation Committee, Council Services Committee, and Utility Committee unless potential agenda items for those committees will be discussed by Agenda Review Committee.

MEETINGS

- 22 (1) The Agenda Review Committee will meet regularly to review and manage agendas for upcoming Council and Standing Committee meetings.
- (2) At each Agenda Review Committee meeting, the City Manager will present a list of items proposed to be included on the agendas for upcoming Council and Standing Committees.
- (3) The Agenda Review Committee will review each proposed agenda and may:
- (a) assign items to an agenda for an upcoming Council or Standing Committee meeting;

- (b) direct that an item be discussed at a specific time on an agenda;
- (c) recommend an item be postponed or directed to a different meeting; or
- (d) do any other thing necessary to appropriately manage upcoming agendas.

CANCELLED MEETING 23 If an Agenda Review Committee meeting is cancelled, the City Manager will set the agendas for any upcoming Council or Standing Committee meetings that were to be reviewed at the cancelled meeting.

PART V - COUNCIL SERVICES COMMITTEE

MEMBERSHIP 24 All Councillors are members of Council Services Committee.

CHAIR 25 At its first meeting after Council’s inaugural organizational meeting, Council Services Committee will appoint a Chair and Vice-Chair from its members.

CODE OF CONDUCT SUB-COMMITTEE 25.1(1) A temporary sub-committee of Council Services Committee, named the Code of Conduct Sub-Committee, is established by this bylaw.

- (2) The mandate of the Code of Conduct Sub-Committee includes:
 - a) approving public engagement and work plans necessary fro the development of a draft code of conduct for Councillors;
 - b) reviewing drafts of a code of conduct for Councillors and providing any necessary direction to the City Manager to complete the draft;
 - c) recommending a draft code of conduct for Councillors to Council Services Committee;
 - d) reviewing Council’s policies related to Councillors’ offices, providing any necessary direction to the City Manager to revise to those policies, and recommending revisions to Council Services Committee; and
 - e) any other matters referred to it by Council.

(S.2, Bylaw 18287, January 23, 2018)

MEMBERSHIP

25.2 Immediately following the coming into force of this section, Council must appoint four Councillors to form the membership of the Code of Conduct Sub-Committee for the remainder of their term of Office.

(S.3, Bylaw 18287, January 23, 2018)

PROCEDURES

25.3 The Code of Conduct Sub-Committee will follow all procedures prescribed by this and the Council Procedures Bylaw as if it was designated as a Standing Committee.

(S.4, Bylaw 18287, January 23, 2018)

PART VI - EXECUTIVE COMMITTEE

**ADDITIONAL
POWERS**

26 In addition to any other authority provided in this bylaw, Executive Committee may:

- (a) approve the settlement of
 - (i) any uninsured claim against the City that exceeds the delegated authority of the City Manager as prescribed by the City Administration Bylaw or that is referred to the Standing Committee by the City Manager, and
 - (ii) any uninsured claim advanced by the City that exceeds the delegated authority of the City Manager as prescribed by the City Administration Bylaw or that is referred to the Standing Committee by the City Manager;
- (b) provide instructions to the City Manager regarding any claim against or advanced by the City; and
- (c) approve collective bargaining agreements.

PART VII - UTILITY COMMITTEE

CHAIR	27	At its first meeting after Council's inaugural organizational meeting, Utility Committee will appoint a Chair and Vice-Chair from its members.
UTILITY ADVISOR	28	Utility Committee may direct the City Manager to retain an individual to act as the City's Utility Advisor by providing reports, recommendations, and advice to Utility Committee as required.

PART VIII - CITY MANAGER ROLE

DELEGATION	29	The City Manager may delegate any power, duty, or function under this bylaw.
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PART IX - TRANSITIONAL PROVISIONS

TRANSITIONAL	30	Any references to Bylaw 12300 in any City bylaws, policies, administrative directives, or other City records are deemed to be references to this bylaw or the Council Procedures Bylaw, as appropriate.
COMING INTO FORCE	31	This bylaw comes into force on October 16, 2017.
REPEAL	32	Bylaw 12300, the Procedures and Committees Bylaw, is repealed.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 18156, passed by Council August 29, 2017

Amendments

Bylaw 18247, November 14, 2017

Bylaw 18287, January 23, 2018