

THE CITY OF EDMONTON
BYLAW 18155
COUNCIL PROCEDURES BYLAW

Edmonton City Council enacts:

PART I - PURPOSE AND INTERPRETATION

PURPOSE

- 1 The purpose of this bylaw is to establish procedures for the conduct of Council, Standing Committee, and Council Committee meetings.

DEFINITIONS

- 2 (1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.
- (2) In this bylaw:
- (a) **“Chair”** means
 - (i) for Council, the Mayor, or
 - (ii) for a Standing Committee or Council Committee, the individual appointed as Chair pursuant to the Council Committees Bylaw;
 - (b) **“City”** means The City of Edmonton;
 - (c) **“City Manager”** means the City’s chief administrative officer or delegate;
 - (d) **“Council”** means the City’s council;
 - (e) **“Council Committee”** means a City council committee, but does not include a Standing Committee;
 - (f) **“Council Committees Bylaw”** means the City’s Council Committees Bylaw, Bylaw 18156;
 - (g) **“Councillor”** means the City’s councillors and includes the Mayor;
 - (h) **“FOIP head”** means the individual designated as the City’s FOIP head pursuant to the City Administration

Bylaw, Bylaw 16620;

- (i) **“general election”** has the same meaning as defined in the *Local Authorities Election Act*, RSA 2000, c L-21;
- (j) **“Mayor”** means the City’s chief elected official;
- (k) **“motion”** is a resolution;
- (l) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26;
- (m) **“special resolution”** means a vote on a motion where at least two-thirds of all Councillors, or two-thirds of all members of a Standing Committee or Council Committee, vote in favour of the motion;
- (n) **“Standing Committee”** means a City council committee designated in the Council Committees Bylaw as a Standing Committee;
- (o) **“two-thirds vote”** means a vote on a motion where at least two-thirds of Councillors present and entitled to vote at the meeting vote in favour of the motion; and
- (p) **“Vice-Chair”** means the individual appointed as vice-chair pursuant to the Council Committees 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;
- (b) any procedure prescribed in *Robert’s Rules of Order* that does not conflict with the procedures contained in this bylaw or an enactment may be applied to any meeting at the discretion of the Chair;
- (c) if there is a conflict or inconsistency between a procedure contained in a bylaw establishing a Standing Committee or Council Committee and the procedures prescribed in this bylaw, the establishing bylaw will prevail to the extent of the conflict or inconsistency; and
- (d) where a Standing Committee or Council Committee contains members that are not Councillors, the applicable

procedures prescribed by this bylaw for Councillors apply equally to those members.

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| WAIVER OF RULES | 4 | Council or a Standing Committee may waive or modify the application of any part of this bylaw by special resolution, provided that such waiver or modification does not conflict with the Municipal Government Act or other enactment. |
| COUNCIL ACTION | 5 | Unless otherwise stated in this bylaw or an enactment, Council may act by bylaw or motion passed by a majority vote, and a Standing Committee or Council Committee may only act by motion passed by a majority vote. |

PART II - MEETINGS

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| INAUGURAL MEETING | 6 | <p>(1) Within 14 days of each general election, Council must hold an inaugural organizational meeting at a date and time specified by the City Manager.</p> <p>(2) At the inaugural organizational meeting:</p> <ul style="list-style-type: none"> (a) all Councillors must take the oath of office; (b) Council will confirm the seating of all Councillors for Council meetings; and (c) Council will conduct all organizational meeting matters. |
| ORGANIZATIONAL MEETING | 7 | <p>No later than 14 days after the 3rd Monday in October of each year, Council must hold an organizational meeting to:</p> <ul style="list-style-type: none"> (a) appoint a deputy Mayor and acting Mayor so that; <ul style="list-style-type: none"> (i) only one Councillor will hold each office at any one time, and (ii) each office will be filled at all times; (b) set dates, times, and locations for regularly scheduled Council and Standing Committee meetings for the upcoming year; (c) appoint Councillors as members of Standing Committees as prescribed by the Council Committees Bylaw; and |

- (d) deal with any other business included in the notice given for the organizational meeting.
- TIME OF MEETINGS** 8 (1) Unless otherwise specified at the organizational meeting or changed in accordance with section 11, all regularly scheduled Council and Standing Committee meetings will begin at 9:30 am and end by 5:30 pm.
 - (2) Councillors may vote to extend the end time of any meeting by a two-thirds vote.
 - (3) If all agenda items are not completed by the scheduled or extended end time, the Council or Standing Committee meeting will continue on the next business day unless a motion is passed specifying an alternate date.
- SPECIAL MEETINGS** 9 The Chair may call a special meeting at any time in accordance with the Municipal Government Act.
- CAMPAIGN PERIOD** 10 No regularly scheduled Council or Standing Committee meetings will be held between nomination day and the inaugural organizational meeting each year a general election is held.
- MEETING CHANGES** 11 (1) The date, time, or location of a meeting, including cancellation of a meeting, may be changed by special resolution.
 - (2) Notwithstanding subsection (1), if there are no items on the agenda for a meeting, the meeting will be deemed cancelled.
 - (3) The City Manager must give notice of any changes to a meeting date, time, or location, unless the location change is limited to holding the meeting in an alternate room within the same building.
- MEETING NOTICES** 12 Notice of any meeting required by this bylaw or the Municipal Government Act will be given by the City Manager on behalf of the Chair, and must:
 - (a) be in writing;
 - (b) be issued at least 24 hours in advance of the start of the meeting;
 - (c) specify the date, time, and location of the meeting;
 - (d) be delivered by electronic mail to all Councillors;

- (e) be posted in the City Room of City Hall and on the City's website; and
 - (f) include any other matters specified by the Chair or determined necessary by the City Manager.
- REMOTE PARTICIPATION** 13 Councillors may attend and participate in meetings using communication facilities in accordance with Schedule A.
- QUORUM** 14 (1) Quorum for a Council meeting is the majority of all Councillors.
- (2) Quorum for a Standing Committee or Council Committee meeting is the majority of the members.
- (3) Councillors participating in a Standing Committee meeting using communication facilities will only be counted towards quorum if another Councillor is present at the meeting location to act as an alternate if the communication facility fails.
- (4) If quorum is not present 20 minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable period of time, the City Manager will record the names of Councillors present and the meeting will be deemed cancelled.
- MEETING BUSINESS** 15 (1) Subject to subsections (2) and (3), items will be discussed at a meeting in the order they appear on the agenda for that meeting.
- (2) Councillors may, by a two-thirds vote, change the order of the agenda or specify that any item(s) will be discussed at a specific time.
- (3) Prior to commencing discussions on the first item on the agenda, the Chair must ask Councillors to select the items they wish to debate, and any items with an accompanying written report that are not selected may be voted on by a single motion adopting the recommendations stated in the report.
- PRIVATE ITEMS** 16 (1) Councillors may close all or part of a meeting to the public to discuss an item in private if the item to be discussed falls within one of the exceptions to disclosure in Part 1, Division 2 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- (2) Prior to discussing an item in private, the exception to disclosure that applies to the item must be stated.

- (3) The Subdivision and Development Appeal Board, Assessment Review Board, Community Standards and Licence Appeal Committee, and Edmonton Combative Sports Commission may deliberate in private, but all decisions must be public.
- (4) When discussing an item in private, no motions or bylaws may be passed except a motion to revert to a meeting held in public.
- (5) Subject to any direction of Council, Standing Committee, or Council Committee, the City Manager may allow any person to be present for an item discussed in private.
- (6) The City Manager must record in the minutes of the meeting the names of all persons present for any item discussed in private and the reason that person was allowed to attend.

PRIVATE REPORTS

- 17 (1) If the City Manager provides a written report for an item discussed in private pursuant to section 16, the written report will also be kept private unless otherwise directed or required by an enactment.
- (2) The City Manager as FOIP head will regularly review written reports kept private by operation of this section to determine if the applicable exception to disclosure continues to apply, and will release all or part of the report if the exception no longer applies.

MEETING RECORDINGS

- 18 (1) The City Manager will make an audio recording of all Council and Standing Committee meetings, to be retained in accordance with the applicable City records retention schedule approved pursuant to the City Administration Bylaw, Bylaw 16620.
- (2) This section does not apply to items discussed in private pursuant to section 16.

MINUTES

- 19 (1) The City Manager must prepare minutes of all meetings that comply with the requirements of the Municipal Government Act.
- (2) The City Manager will distribute draft minutes of prior meetings as part of the agenda of a subsequent meeting and may publish draft minutes on the City's website prior to approval.
- (3) If minutes of a prior meeting are included on an agenda, Council, Standing Committee, or Council Committee must consider the minutes and
 - (a) if there are no errors or omissions, pass a motion approving the minutes; or

- (b) if there are errors or omissions, pass a motion to amend and approve the amended minutes.
- (4) Once approved at a subsequent meeting, minutes must be signed by the Chair and City Manager.

PART III - AGENDAS

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| AGENDA CONTENTS | 20 | An agenda for a meeting must be in the form prescribed by the City Manager. |
| AGENDA DISTRIBUTION | 21 | The City Manager must distribute the agenda for a meeting to all members and post the agenda on the City's website at least 3 clear days prior to the meeting date. |
| ADDING ITEMS TO AN AGENDA | 22 | <ul style="list-style-type: none"> (1) If an item is listed on an agenda but the written report or text of the proposed bylaw is not distributed with the agenda, the report or proposed bylaw may be added to the agenda by motion. (2) If an item is not listed on an agenda, it may be added to the agenda at any time by special resolution. |

PART IV - COUNCILLOR INQUIRIES

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| COUNCILLOR INQUIRIES | 23 | At the designated time during a Council or Standing Committee meeting, a Councillor may make a formal inquiry to obtain information from the City Manager about the operation or administration of the City. |
| | 24 | <p>An inquiry made under section 23 must:</p> <ul style="list-style-type: none"> (a) be limited to the gathering of readily available information about the operation or administration of the City; (b) not require any analysis or significant interpretation; (c) not require the expenditure of funds or use of significant administrative resources to gather the requested information; |

- (d) request the City Manager to provide a written report with information requested at a subsequent Standing Committee meeting that is at least 12 weeks following the date the inquiry is made; and
- (e) be submitted to the City Manager and the Chair in writing at least 48 hours prior to making the inquiry.

25 When making an inquiry a Councillor may include a preamble to provide context or additional information, however the preamble will not be recorded in the minutes or referenced in the report provided by the City Manager in response to the inquiry.

ROLE OF THE CHAIR

- 26 (1) If an inquiry complies with section 24, the Chair must accept the inquiry.
- (2) If an inquiry does not comply with section 24, the Chair must notify the Councillor proposing the inquiry at least 24 hours prior to the start of the meeting at which the inquiry will be made setting out the reasons why the inquiry does not comply.
- (3) The Chair may refuse an inquiry that does not comply with section 24 provided that notice was provided to the Councillor making the inquiry in accordance with subsection (2).
- (4) A decision of the Chair to refuse an inquiry may be challenged, and the Councillor making the inquiry may present the reasons provided by the Chair pursuant to subsection (2).

PART V - MOTIONS

MOTIONS ARISING FROM DEBATE

- 27 (1) Subject to this Part, during the discussion of any item on an agenda, a Councillor may make any motion related to the item.
- (2) A motion does not need to be made prior to the discussion of an item listed on an agenda.
- (3) A motion made at a Standing Committee or Council Committee meeting does not require a seconder.
- (4) The mover or seconder of a motion is not required to speak or vote in favour of the motion.
- (5) If a motion directs the City Manager or City Auditor to provide a report to a subsequent meeting, the motion must allow at least 12 weeks for the City Manager or City Auditor to prepare and

present the report, unless otherwise directed in the motion.

- (6) Unless otherwise stated in this bylaw, any motion, including a proposed amendment, is debatable.

AMENDMENTS

- 28 (1) A Councillor may not amend their own motion.
- (2) Notwithstanding subsection (1), the Chair may accept an amendment that clarifies the intent of a motion without affecting the substance if the mover and all Councillors present do not object.
- (3) A proposed amendment to a motion must be relevant and must not have the effect of defeating the motion.
- (4) If multiple similar amendments are proposed, the amendment that will effect the greatest change must be debated and voted on first.
- (5) During debate on an amendment to a motion, Councillors may only debate the amendment.

INVALID MOTIONS

- 29 A motion may not:
 - (a) have the effect of contravening any applicable law;
 - (b) if passed by a Standing Committee or Council Committee, exceed the mandate of the committee; or
 - (c) have the effect of rescinding or contradicting a prior motion, or renewing a defeated motion, unless it is made:
 - (i) by a Councillor that voted with the prevailing side;
 - (ii) more than one year after the date of the original motion; or
 - (iii) after a general election.

RECEIVE FOR INFORMATION

- 30 A motion to receive a report from the City Manager for information does not represent approval or direction regarding the content of the report.

REQUISITION

- 31 (1) An item listed on a Standing Committee agenda may be requisitioned to Council by a request made to the Chair by two members of the Standing Committee.

- (2) A request made in accordance with subsection (1) is not debatable and once received by the Chair the item must be added to the agenda for the next Council meeting without further discussion at the Standing Committee meeting.

NOTICE OF MOTION 32

- (1) During each Council and Standing Committee meeting, the Chair must ask all Councillors present if they wish to provide notice of a motion to be made at a subsequent meeting.
- (2) A notice of motion pursuant to subsection (1) must:
 - (a) be given at a Council or Standing Committee meeting held at least 5 days before the Council or Standing Committee meeting at which the motion will be made;
 - (b) be given to the City Manager;
 - (c) include sufficient detail about the motion's proposed action;
 - (d) state the date of the Council or Standing Committee meeting at which the motion will be made; and
 - (e) be concise and unambiguous.
- (3) A notice of motion may include a preamble to provide context or additional information, however the preamble will not be recorded in the minutes or referenced in any written report provided by the City Manager in response to the motion.
- (4) The giving of notice of motion is not debatable.
- (5) If a notice of motion is given in accordance with this section, the motion will be added to the agenda for the Council or Standing Committee meeting on the date specified in the motion.

DELAYED MOTIONS 33

If a motion is not made at the meeting specified in the motion, it will without a further motion be placed on the agenda for the next Council or Standing Committee meeting only.

PART VI - RULES OF DEBATE

ORDER OF DISCUSSION OF AGENDA ITEMS

- 34 An item on an agenda will be discussed as follows:
- (a) the Chair may request the City Manager to provide introductory remarks;
 - (b) approved speakers may present;
 - (c) Councillors may ask relevant questions of the speaker(s);
 - (d) Councillors may ask the City Manager questions;
 - (e) Councillors may make any motions necessary to dispose of the item, including motions to amend a motion made;
 - (f) Councillors may ask questions about a motion made;
 - (g) Councillors may speak to a motion made; and
 - (h) the Councillor that made the motion may speak in reply prior to the vote being called.

ORDER OF SPEAKERS AND QUESTIONS

- 35 (1) Unless otherwise directed by the Chair, speakers will be heard from in the order determined by the City Manager.
- (2) Unless otherwise directed by the Chair, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel during their allotted time for questions.
- (3) Councillors may ask questions in the order determined by the Chair.

REMOTE PARTICIPATION BY SPEAKERS

- 36 Except during a public hearing, if a person is unable to attend a Council or Standing Committee meeting for any of the reasons described in Schedule A they may participate as a speaker using a communication facility.

AUTHORIZED SPEAKERS

- 37 (1) If a person is unable to attend a Council or Standing Committee meeting, including a public hearing, they may authorize an individual to speak on their behalf.
- (2) The authorization referred to in subsection (1) must be in writing and include:
- (a) the name of the person granting the authorization;

- (b) the name of the individual authorized to speak on the person's behalf;
 - (c) the item and meeting date the authorization applies to; and
 - (d) the signature of the person granting the authorization.
- (3) An individual authorized to speak on behalf of another person must:
- (a) attend and participate in the meeting in person;
 - (b) when speaking, state the name of the person they represent; and
 - (c) prior to speaking, provide a copy of the written authorization required by subsection (2) to the City Manager.

TIME LIMITS

- 38 (1) Each approved speaker may speak for a maximum of 5 minutes.
- (2) If the speaker is an individual authorized to speak on behalf of multiple persons, the individual may speak for a maximum of 5 minutes on behalf of themselves and all persons they represent.
- (3) Subject to subsection (2), during a Council meeting a Councillor may only ask questions and speak once in relation to a single item for a maximum of 5 minutes each.
- (4) Council may allow a Councillor to ask questions or speak to any item for an additional 5 minutes.
- (5) During a Standing Committee or Council Committee meeting a Councillor may ask questions or speak multiple times in relation to single item for a maximum of 5 minutes each time.

NO INTERRUPTIONS 39

- Subject to section 40, no Councillor, including the Chair, may interrupt a Councillor permitted to speak or ask questions, except if
- (a) the Councillor's questions or statements are disrespectful, offensive, contrary to this bylaw, or out of order;
 - (b) the Councillor has exceeded their allotted time to speak; or

- (c) the purpose of the interruption is to state a challenge, request a ruling of the Chair, address a point of order, or to make a privileged motion.

**SUPERSEDING
MOTIONS**

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The Chair may interrupt a meeting for matters of overriding importance, including:

- (a) a motion to recess at a time not specified in the agenda;
- (b) a motion to extend the end time if the meeting is near or has reached its scheduled end;
- (c) a point of order; or
- (d) a privileged motion.

PART VII - ROLE OF THE CHAIR

**ROLE OF THE
CHAIR**

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- (1) The Chair will preside over and preserve order and decorum for all Council and Council Committee meetings.
- (2) If the Chair is absent for all or part of a Standing Committee or Council Committee meeting, the Vice-Chair will assume the role of Chair.
- (3) If the Chair is absent for all or part of a Council meeting, the deputy Mayor, or in the absence of the deputy Mayor the acting Mayor, will assume the role of Chair.
- (4) If role of Chair cannot be filled by operation of this section, the Councillors present must select a temporary Chair to assume the role of Chair until the Chair is present.

**PROCEDURAL
RULINGS**

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- (1) The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.
- (2) Any ruling or determination of the Chair may be challenged and the Chair must provide reasons if requested by a Councillor.
- (3) A challenge is defeated if at least one-third of Councillors present vote in favour of the Chair's ruling.

**PARTICIPATION BY
CHAIR**

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The Chair must leave the chair to ask questions or speak to an item on the agenda for a Council meeting.

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| LEAVING CHAIR | 44 | <p>Prior to leaving the chair during a Council meeting, the Chair must invite</p> <ul style="list-style-type: none"> (a) the deputy Mayor; (b) in absence of the deputy Mayor, the acting Mayor; or (c) in absence of both the deputy Mayor and acting Mayor, the Councillor who will next serve as deputy Mayor; <p>to assume the role of chair.</p> |
| CALL TO ORDER | 45 | The Chair may call to order any Councillor that is out of order. |
| RIGHT TO EXPEL | 46 | Unless the meeting is closed pursuant to this bylaw or an enactment, the Chair may only expel a person from a meeting for improper conduct. |

PART VIII - VOTING

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| VOTING PROCEDURES | 47 | <p>A vote on any motion or bylaw will be conducted as follows:</p> <ul style="list-style-type: none"> (a) the Chair must call for a vote; (b) all Councillors present must be silent from the moment the vote is called until the results of the vote are declared; (c) all Councillors present must vote using the electronic voting system, by a show of hands if the electronic voting system is unavailable, or verbally if participating through a communication facility that does not permit electronic voting; and (d) the Chair must declare the results of the vote. |
| VOTE BINDING | 48 | <ul style="list-style-type: none"> (1) Once the Chair declares the result of the vote, a Councillor may not change their vote for any reason. (2) Notwithstanding subsection (1), if immediately after a vote the Chair determines that either the voting procedures prescribed by this bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote. |

PART IX - BYLAWS

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| SIGNING & POSTING
OF BYLAWS | 49 | <p>(1) All bylaws passed by Council must be signed by the Mayor and City Manager.</p> <p>(2) A bylaw must not be signed unless the form of the bylaw has been approved by the City Manager.</p> |
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PART X - PUBLIC HEARINGS

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| HOLDING OF A
PUBLIC HEARING | 50 | A public hearing will be held for any item required by an enactment and Council or Standing Committee may direct a non-statutory public hearing be held for any other item. |
| | 51 | <p>(1) All public hearings required by an enactment will be held during regularly scheduled or special Council meetings.</p> <p>(2) Non-statutory public hearings directed by Council or Standing Committee will be held as directed.</p> |
| APPLICATION OF
OTHER RULES | 52 | Unless a more specific provision is included in this Part, the procedures prescribed elsewhere in this bylaw apply to public hearings and items discussed at public hearings. |
| PROCEDURES FOR
STATUTORY
PUBLIC HEARINGS | 53 | <p>(1) An item will be discussed at a public hearing required by an enactment as follows:</p> <ul style="list-style-type: none"> (a) the Chair may request the City Manager to provide introductory remarks; (b) speakers in favour of the item may present; (c) speakers opposed to the item may present; (d) following each speaker's allotted time, any Councillor may ask questions of the speaker; (e) once all speakers have spoken, the City Manager will answer questions from Councillors; (f) Councillors may make motions to amend; and (g) the Chair will allow an opportunity for any person present to respond to new information that has arisen during the public hearing. |

- (2) Council must close a public hearing prior to second reading of a bylaw.
- (3) Once the public hearing is closed, Council may debate the item and may make amendments that do not require re-advertising or re-opening the public hearing, or may pass, defeat, postpone, or refer the item to the City Manager.

PART XI - GENERAL

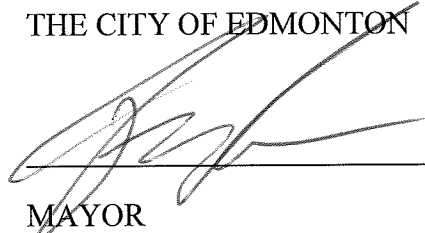
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| RECEIVE COUNCIL COMMUNICATIONS | 54 | <ul style="list-style-type: none"> (1) The City Manager may, on behalf of Council, Standing Committee, or a Council Committee, receive correspondence addressed or directed to Council, Standing Committee, or a Council Committee, or its members. (2) If the correspondence is: <ul style="list-style-type: none"> (a) in writing; (b) legible; (c) not libelous, irrelevant, offensive, or improper; and (d) signed with the writer's name; <p>the City Manager must deliver a copy of the correspondence to all Councillors within a reasonable time.</p> |
| DELEGATION | 55 | The City Manager may delegate any power, duty, or function under this bylaw. |

PART XII - TRANSITIONAL PROVISIONS

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| TRANSITIONAL | 56 | 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 Committees Bylaw, as appropriate. |
| COMING INTO FORCE | 57 | This bylaw comes into force on October 16, 2017. |
| REPEAL | 58 | Bylaw 12300, the Procedures and Committees Bylaw, is repealed. |

READ a first time this 29th day of August 2017;
READ a second time this 29th day of August 2017;
READ a third time this 29th day of August 2017;
SIGNED AND PASSED this 29th day of August 2017.

THE CITY OF EDMONTON



MAYOR

CITY CLERK

SCHEDULE A
REMOTE PARTICIPATION USING COMMUNICATION FACILITIES

1. In this Schedule, “communication facility” means
 - (a) telephone; or
 - (b) any other technology approved for use by the City Manager.
2. A Councillor may only participate in a Council, Standing Committee, or Council Committee meeting using a communication facility if:
 - (a) the Councillor is in a location outside of Edmonton for any reason; or
 - (b) the Councillor is located in Edmonton, but is unable to attend a meeting for medical reasons of the Councillor or their immediate family; andthe City Manager is present at the location specified in the meeting notice to ensure that Councillors participating by communication facility can be heard by all those present at the meeting.
3. A speaker may participate in a Council or Standing Committee meeting, except a public hearing required by an enactment, using a communication facility if:
 - (a) the person is in a location outside of Edmonton for any reason; or
 - (b) the person is located in Edmonton, but is unable to attend a meeting due to disability or other circumstances approved by the City Manager.
4. Any person participating in a meeting using a communication facility must:
 - (a) notify the City Manager at least one business day in advance of the start of the meeting that they intend to participate using a communication facility; and
 - (b) provide their contact and any other necessary information to the City Manager.
5. For any meeting where the City Manager has been advised that a person wishes to participate using a communication facility, the City Manager will, immediately after the meeting is called to order, advise the Chair of the items for which remote participation has been requested and suggest options to specify a time on the agenda for consideration of those items.
6. When the relevant item is about to be discussed, the City Manager will contact the Councillor or speaker using the contact information provided. Once connected to the meeting, the Chair will communicate with the Councillor or speaker as required.

7. Council, Standing Committee, or Council Committee may direct exceptions to this Schedule, and Council, Standing Committee, Council Committee, or the City Manager may refuse a request to participate in a meeting using a communication facility if the costs or other circumstances of permitting remote participation would be unreasonable.