

## CITY OF ST. ALBERT

### BYLAW 27/2022

#### A BYLAW TO REPEAL THE STANDING COMMITTEE BYLAWS 39/2019 AND 40/2019 AND TO AMEND THE PROCEDURE BYLAW 3/2018 AND VARIOUS COUNCIL COMMITTEE BYLAWS

Amendment #4 to Procedure Bylaw 3/2018  
Amendment #3 to Community Services Advisory Committee Bylaw 10/1997  
Amendment #2 to Environmental Advisory Committee Bylaw 35/2015  
Amendment #3 to Seniors' Advisory Committee Bylaw 26/2018  
Amendment #4 to Youth Advisory Committee Bylaw 26/2016

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The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

1. Bylaw 39/2019, Community Living Standing Committee, is hereby repealed.
2. Bylaw 40/2019, Community Growth and Infrastructure Standing Committee, is hereby repealed.
3. Bylaw 3/2018, Procedure Bylaw, is hereby amended by this Bylaw, in the sections as outlined in Schedule "A" attached herein.
4. Bylaw 10/1997, Community Services Advisory Committee Bylaw, is amended by:
  - a. Adding the word "and" to the end of subsection 2(f);
  - b. Deleting the word "and" from the end of subsection 2(g);
  - c. Deleting subsection 2(h) in its entirety;
  - d. Deleting the words "or the Standing Committee" from section 20, subsection 21(a), and subsection 21(b); and
  - e. Deleting the words "the Standing Committee" and replacing them with "Council" in section 21.1.
5. Bylaw 35/2015, Environmental Advisory Committee Bylaw, is amended by:
  - a. Adding the word "and" to the end of subsection 2(j);
  - b. Deleting subsection 2(k) in its entirety;

- c. Deleting the words “or the Standing Committee” from subsection 19(a) and subsection 19(f); and
  - d. Deleting the words “the Standing Committee” and replacing them with “Council” in section 19.1.
6. Bylaw 26/2018, Seniors’ Advisory Committee Bylaw, is amended by:
- a. Adding the word “and” to the end of subsection 2(f);
  - b. Deleting the word “and” from the end of subsection 2(g);
  - c. Deleting subsection 2(h) in its entirety;
  - d. Adding the word “or” between the words “Council” and “Administration” in subsection 20(a);
  - e. Deleting the words “or the Standing Committee” from subsection 20(a), subsection 20(d), and subsection 20(f);
  - f. Deleting the words “or the Standing Committee’s” from subsection 20(c); and
  - g. Deleting the words “the Standing Committee” and replacing them with “Council” in section 20.1.
7. Bylaw 26/2016, Youth Advisory Committee Bylaw, is amended by:
- a. Adding the word “and” to the end of subsection 2(f);
  - b. Deleting the word “and” from the end of subsection 2(g);
  - c. Deleting subsection 2(h) in its entirety;
  - d. Deleting the words “or the Standing Committee’s” from subsection 19(a);
  - e. Deleting the words “or the Standing Committee” from subsection 19(b), subsection 19(d), subsection 19(e), and subsection 19(h);
  - f. Deleting the words “the Standing Committee” and replacing them with “Council” in section 19.1.
8. The Chief Administrative Officer is authorized to issue consolidated versions of Bylaw 3/2018, Bylaw 10/1997, Bylaw 35/2015, Bylaw 26/2018, and Bylaw 26/2016 that incorporate the amendments made by this amending bylaw and otherwise conform with the requirements of section 69 of the *Municipal Government Act*.

## EFFECTIVE DATE

9. This Bylaw comes into effect when it is passed.

READ a First time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER

## Schedule “A” – Procedure Bylaw 3/2018 Amendments

- iv. the reputation of Council and Councillors;
- t. “Postpone” means to delay the consideration of any matter, either:
  - i. to later in the meeting;
  - ii. to a specified time and/or date;
  - iii. until the occurrence of an event; or
  - iv. indefinitely;
- u. “Public Hearing” means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- v. “Public Meeting” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- w. “Recess” means to take a short break in the order of business or an Agenda item of a meeting with the intent of returning to that order of business or Agenda item at the same meeting;
- x. “Reconsider” means to bring forward for consideration of Council a motion that has already been brought before, and voted upon by Council, earlier in the same meeting.
- y. “Refer” means to send a pending motion or Agenda item to a Council Committee or the administration for investigation and report;
- z. “Renew” means to bring forward to a later meeting a previously defeated motion;
- aa. “Rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- aa.1 ~~“Standing Committee” means a Council Committee that meets on a regular basis, in respect of which all members are Council Members; (BL 41/2019)~~
- bb. “Table” means to set a matter aside until a majority decides to address the item again by means of a motion to raise from the Table; and
- cc. “Term” means the length of time that an elected Council serves between two consecutive municipal general elections. (BL 41/2019)



- a. the roster for deputy Mayor for a two-month period on a rotating basis;
- b. the dates, time of commencement and place of the regular Council meetings and ~~Standing Committee~~ Committee of the Whole meetings; and
- c. the date of the next organizational meeting.

(BL 41/2019)

- 4.3 Notwithstanding section 4.2 b., if all Councillors are not in attendance at the organizational meeting, the scheduling of regular Council meetings shall be postponed until the next Council meeting at which all Councillors are in attendance, and Council shall establish the date, time of commencement and place of the next Council meeting.

### INAUGURAL MEETING

- 5.1 The first meeting immediately following a general municipal election shall be called the inaugural meeting.
- 5.2 Each Member of Council shall take the prescribed oath of office as the first order of business at the inaugural meeting.
- 5.3 Until the Mayor has taken the oath of office, the CAO shall chair the inaugural meeting. (BL 5/2019)
- 5.4 At the inaugural meeting, each Member of Council shall affirm that they will comply with the Code of Conduct. (BL 41/2019)
- 5.5 The Mayor may deliver an inaugural address at the inaugural meeting. (BL 41/2019)
- 5.6 The first organizational meeting after an inaugural meeting shall either occur at the next meeting date following the inaugural meeting or immediately following the inaugural meeting.

### COUNCIL SEATING

- 6.1 The Mayor shall occupy the seat at the centre of the Council table.
- 6.2 The seats of Councillors shall be chosen by lot prior to the inaugural meeting.
- 6.3 Council may reallocate the seating for Councillors by lot at any time by majority vote of Council.



## THE CONDUCT OF A COUNCIL MEETING

### Agenda

- 11.1 The proposed Agendas for regular Council meetings (including Agendas for pre-scheduled meetings of Committee of the Whole) shall be established by the Mayor in consultation with the CAO ~~and with the Chairs of the Standing Committees~~, in sufficient time to allow administrative staff to comply with Section 11.2. The deputy Mayor may also participate in meetings or discussions with respect to establishing the Agendas, even if not acting in place of the Mayor. (BL 41/2019)
- ~~11.11 A proposed Agenda for a Standing Committee meeting shall be established by the Chair of the Standing Committee in consultation with the Mayor and the CAO, in sufficient time to allow administrative staff to comply with section 11.2 and, if applicable, section 11.23. (BL 41/2019)~~
- 11.2 Agendas for Council meetings and Committee of the Whole ~~Standing Committee meetings~~ shall be circulated to members of Council ~~or the Standing Committees~~ no less than 5 days prior to the meeting, including the corresponding Agenda Package if it is ready for distribution at that time. (BL 41/2019)
- 11.21 If an Agenda Package is not ready for distribution to Council ~~or to a Standing Committee~~ at the same time as the corresponding Agenda, an incomplete Agenda Package may in the discretion of the CAO be distributed at that time and the complete and final Agenda Package shall be distributed as soon as possible thereafter. (BL 41/2019)
- 11.22 The final Agenda for a Council or Committee of the Whole meeting ~~Standing Committee meeting~~, and the complete and final Agenda Package for that meeting, shall be distributed to Council ~~or Standing Committee~~ members and published on the City's public website not less than 3 days prior to that meeting. (BL 41/2019)
- ~~11.23 Council may establish terms of reference for a Standing Committee that include provisions for longer mandatory lead times than set out in this bylaw, to distribute the Standing Committee's Agenda or Agenda Package to Standing Committee members, or to publish those documents on the City's public website.~~
- 11.3 The first order of business at any Council meeting shall be consideration of the proposed Agenda and adoption of it, subject to:
- approval by Council of the Agenda as presented; or
  - approval by Council of the Agenda as amended. (BL 41/2019)
- 11.4 Amendments to the Agenda may include:





- 23.3 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 23.4 A Notice of Motion may state the date of the regular Council meeting or ~~Committee of the Whole meeting~~ ~~Standing Committee meeting~~ at which the Council member wishes the motion to be included in the Agenda. (BL 41/2019)
- 23.5 If no date is provided in the Notice of Motion as allowed by section 23.2(a), the date will be determined through the process for establishing Agendas as set out in sections 11.1 and 11.11 of this Bylaw. (BL 41/2019)
- 23.51 If a motion for which notice was given is referred to a ~~Committee of the Whole~~ ~~Standing Committee~~, the ~~Standing Committee~~ Committee of the Whole shall after consideration of the motion Refer it to a subsequent Council meeting with the Committee of the Whole's ~~Standing Committee's~~ recommendation as to whether the motion should be supported, not supported, or supported with revisions. (BL 41/2019)
- 23.6 A date included in a Notice of Motion as per section 23.2(a), or determined under section 23.5, shall be no less than 21 days later than the date of the Council meeting at which the Notice of Motion was provided. (BL 41/2019)
- 23.7 A date included in a Notice of Motion as per section 23.2(b) shall be no less than 21 days later than the date of the next regular Council meeting after the date that Notice of Motion was provided.
- 23.8 A Notice of Motion may be added to the Agenda of Council or a Committee of the Whole ~~a Standing Committee~~ with less notice than prescribed in section 23.6 if Council or the ~~Standing Committee~~ Committee of the Whole passes a resolution waiving the time requirement for notice. (BL 41/2019)
- 23.9 If a motion for which notice was provided is not moved at the meeting that was either indicated in the Notice of Motion or determined under section 23.5, it will appear on the Agenda for, and may be moved at any of the next two regular meetings. (BL 41/2019)
- 23.10 A Notice of Motion cannot be made at a special Council meeting.
- 23.11 A motion on notice is not debatable until a Member of Council moves the motion.

### Electronic Voting

- 24.1 Electronic voting technology that enables administration to display and record each motion, the names of members of Council who voted for and against the motion, and the result of the vote shall be used during Council meetings.



- 25.8 The CAO may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error. (BL 5/2019)
- 25.9 If amendments to the proposed bylaw have been carried, all members of Council must have had an opportunity to review the full text of the bylaw as amended prior to third reading and, if necessary, the Mayor shall provide a Recess for the members of Council to do so. (BL 41/2019)
- 25.10 If any reading of a proposed bylaw fails, all previous readings are rescinded.

#### COMMITTEE OF THE WHOLE

- 26.1 There shall be a Committee of the Whole comprising all members of Council.
- 26.2 The Mayor shall be chair of the Committee of the Whole unless another individual is chosen by the Mayor to act as chair. The Mayor may at any time resume the chair.
- 26.3 Council, by majority vote, may schedule a Committee of the Whole meeting or may resolve itself into Committee of the Whole.
- 26.4 Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to ~~matters that are or may be within the mandate of a Standing Committee and including~~ detailed consideration of the following matters: (BL 41/2019)
- a. the budget;
  - b. the audit;
  - c. transportation issues;
  - d. development issues;
  - e. strategic planning;
  - f. legislative reform;
  - g. policing matters; and
  - h. policy formulation.
- 26.5 Committee of the Whole may:





public as well as an overhead projector. Computers are not provided in order to prevent the contamination of City networks with viruses. Further to section 32.6 and 32.3, members of the public who wish to make presentations to Council shall arrive at least one-half hour prior to the commencement of the Council meeting to install and test their own computer equipment.

#### ADJOURNING THE MEETING

- 33.1 When the Mayor is satisfied that all the business and purposes of a meeting have been addressed, the Mayor may Adjourn the meeting or request a motion to Adjourn the meeting.
- 33.2 Any Member of Council may move to Adjourn the meeting at any time.

#### ELECTRONIC MEETING FORMAT (BL 40/2021)

- 34.1 All meetings of Council, including Public Hearings, and Committee of the Whole, ~~and Standing Committees~~ may be conducted electronically according to the provisions of the *Act* and associated regulations, and policies and procedures adopted by Council. (BL 40/2021)
- 34.2 Presenters and speakers at meetings of Council, including Public Hearings, ~~and~~ Committee of the Whole, ~~and Standing Committees~~ must not make use of the chat feature while in the meeting. Use of the chat feature by speakers or presenters during a meeting of Council, including Public Hearings, and Committee of the Whole, ~~or Standing Committee~~ may result in an individual being removed from the meeting. (BL 40/2021)

#### COMING INTO FORCE AND REPEAL

- 35.1 This bylaw comes into force on February 27, 2018 and repeals Bylaw 22/2016, Procedure Bylaw.

