

## CITY OF ST. ALBERT

### BYLAW 3/2018

A bylaw to set the procedures of Council.

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#### PURPOSE

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, ~~e~~Council may adopt bylaws in relation to the establishment and functions of ~~e~~Council ~~C~~committees and the procedure and conduct of ~~e~~Council and ~~e~~Council ~~C~~committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, ~~e~~Council may by bylaw delegate its powers, duties or functions to a ~~e~~Council ~~C~~committee;

AND WHEREAS the *Municipal Government Act* governs the conduct of ~~e~~Council, ~~e~~Councillors, ~~e~~Council ~~C~~committees; municipal organization and administration; public participation; and the powers of a municipality;

St. Albert City ~~e~~Council enacts:

#### SHORT TITLE

1.1 This bylaw may be called the "Procedure Bylaw".-

#### DEFINITIONS

2.1 In this bylaw:

a. "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;

b.        "~~a~~Adjourn" used in relation to any meeting, except a ~~p~~Public ~~h~~Hearing, means to terminate the meeting and used in relation to a ~~p~~Public ~~h~~Hearing, means to take a break in the ~~p~~Public ~~h~~Hearing with the intent of

returning to the ~~p~~Public ~~h~~Hearing at another meeting or later in the same meeting;

- ~~b.~~ b.1 "Agenda" means a document that lists the items of business to be addressed, and the order in which they will be addressed, at a Council or Council Committee meeting, but does not include the Agenda Package;
- ~~b.~~ b.2 "Agenda Package" means background or supporting material to the items on an Agenda, including without limitation any report or attachment to a report that relates to an Agenda item;
- c. "A~~a~~amend a ~~m~~Motion ~~p~~Previously ~~a~~Adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- d. "e~~C~~hief ~~a~~Administrative ~~e~~Officer" or "CAO" means the individual appointed by Council to the position of e~~C~~hief ~~a~~Administrative ~~e~~Officer under section 205 of the *Municipal Government Act* and pursuant to the CAO Bylaw; **(BL 5/2019)**
- e. "City" means the City of St. Albert;
- ~~f.~~ f. "e~~C~~lose" means the termination of a ~~p~~Public ~~h~~Hearing;
- ~~f.~~ f.1 "Code of Conduct" refers to the Code of Conduct adopted under the Code of Conduct Bylaw as amended or replaced from time to time;
- g. "e~~C~~ommittee of the ~~w~~Whole" means a committee comprised of all e~~C~~ouncillors which conducts itself as a committee of e~~C~~ouncil;
- ~~h.~~ h. "e~~C~~onsent ~~a~~Agenda" means a single item on the ~~a~~Agenda of a e~~C~~ouncil meeting in which the recommended action is to approve, without discussion, questions, or debate the recommendations in each of the ~~A~~Agenda reports referenced in the e~~C~~onsent ~~a~~Agenda report;
- ~~h.~~ h.1 "Council" means the municipal Council of the City;
- i. "e~~C~~ouncil e~~C~~ommittee" means a committee, board or other body established by ~~the~~a ~~C~~ecouncil under the *Act*;
- j. "e~~C~~ouncil ~~l~~Lounge" means the room adjoining ~~C~~ecouncil chambers;
- k. "e~~C~~ouncillor" means a ~~M~~member of e~~C~~ouncil excluding the ~~Mayor~~chief elected official;
- l. "e~~E~~mergent ~~b~~Business" is a time sensitive matter that requires Council's or a Committee's immediate and urgent consideration and where previous notice is not practical;

~~m.~~ "In eCamera" means a meeting at which only Councillors and other persons specified by eCouncil may attend;

~~m.~~ m.1 "Mayor" means the chief elected official of the City;

~~n.~~ "mMember of eCouncil" or "council member" shall mean any member including the chief elected official;

~~n.~~ "member of council" or "council member" shall mean any member including the chief elected official;

~~a.o.~~ "aNotice of mMotion" is the means by which a eCouncillor may bring a topic before eCouncil.

~~b.p.~~ "eOrders of the dDay" means a requirement that the Mayor return to the pre-determined aAgenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;

~~e.g.~~ "pPeace eOfficer" means a Ppeace eOfficer as defined in the *Police Act*;

~~d.r.~~ "pPoint of eOrder" means a demand by a Member of eCouncil that the Mayor enforce the rules of procedure;

~~e.s.~~ "pPoint of pPrivilege" means a request made to the Mayor by a Member of eCouncil on any matter related to the rights and privileges of eCouncillors and includes:

- i. the comfort of Councillors
- ii. the conduct of City employees or members of the public in attendance at the meeting;
- iii. the accuracy of the reports of eCouncil's proceedings; and
- iv. the reputation of eCouncil and eCouncillors;

~~f.t.~~ "pPostpone" 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;

~~g.u.~~ "pPublic hHearing" means a meeting or portion of a meeting that ~~e~~Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;

~~h.v.~~ "pPublic mMeeting" means a meeting of ~~e~~Council or ~~e~~Committee of the ~~w~~Whole at which members of the public may attend and may be invited to make submissions to ~~e~~Council, but which is not a ~~p~~Public ~~h~~Hearing;

~~i.w.~~ "rRecess" means to take a short break in the order of business or an ~~a~~Agenda item of a meeting with the intent of returning to that order of business or ~~a~~Agenda item at the same meeting;

~~j.x.~~ "rReconsider" means to bring forward for consideration of ~~e~~Council a motion that has already been brought before, and voted upon by ~~e~~Council, earlier in the same meeting.

~~k.y.~~ "rRefer" means to send a pending motion or ~~a~~Agenda item to a ~~e~~Council ~~C~~ommittee or the administration for investigation and report;

~~l.z.~~ "rRenew" means to bring forward to a later meeting a previously defeated motion;

aa. "rRescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;

~~o.~~ aa.1 "Standing Committee" means a Council Committee that meets on a regular basis, in respect of which all members are Council Members;

~~m.bb.~~ "tTable" means to set a matter aside until a majority decides to address the item again by means of a motion to raise from the ~~t~~Table; and

~~n.cc.~~ "tTerm" means the length of time that an elected ~~e~~Council serves between two consecutive municipal general elections.

## APPLICATION AND INTERPRETATION

3.1 This bylaw shall apply to all meetings of ~~e~~Council and ~~e~~Committee of the ~~w~~Whole.

3.2 Council may make this bylaw applicable to other ~~e~~Council ~~C~~ommittees, either in whole or in part.

3.3 Where ~~e~~Council makes this bylaw applicable to a ~~e~~Council ~~C~~ommittee, it shall apply with all necessary modifications, and

- a. any reference to the ~~m~~CMayor shall be treated as a reference to the ~~e~~CChair of the ~~e~~CCouncil Ccommittee;
  - b. any reference to a Ccouncillor shall be treated as a reference to a member of the ~~e~~CCouncil Ccommittee; and
  - c. any reference to ~~e~~CCouncil shall be treated as a reference to the committee.
- 3.4 To the extent that a matter is not dealt with in the *Act* or this bylaw, ~~e~~CCouncil shall have regard to the most recent available edition of Robert's Rules of Order Newly Revised.
- 3.5 The precedence of the rules governing the procedures of ~~e~~CCouncil is:
- a. the *Act*;
  - b. other provincial legislation;
  - c. this bylaw; and
  - d. *Robert's Rules of Order Newly Revised*.
- 3.6 Council may waive all or part of the provisions of this bylaw for a meeting or for a portion of a meeting, if the ~~e~~CCouncillors present vote unanimously to do so.

### ~~3.7~~

## ORGANIZATIONAL MEETINGS

- 4.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 4.2 At the organizational meeting, ~~e~~CCouncil shall establish, by resolution, for the forthcoming year:
- a. the roster for deputy Mmayor for a two-month period on a rotating basis;
  - b. the dates, time of commencement and place of the regular ~~e~~CCouncil meetings and Standing Committee meetings; and
  - c. the date of the next organizational meeting ~~;~~ and
  - ~~d. the edition of Robert's Rules of Order Newly Revised that will be used by council.~~

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

## INAUGURAL MEETING

- 5.1 The first meeting immediately following a general municipal election shall be called the inaugural meeting.
- 5.2 Each Mmember of eCouncil shall take the prescribed oath of office as the first order of business at the inaugural meeting.
- 5.3 Until the Mmayor has taken the oath of office, the CAO shall chair the inaugural meeting. (BL 5/2019)
- 5.4 At the inaugural meeting, each Mmember of eCouncil shall affirm that they will comply with the Code of Conduct ~~as approved from time to time by council.~~
- 5.5 The Mmayor may deliver ~~onan~~ inaugural address at the inaugural meeting.
- 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 Mmayor shall occupy the seat at the centre of the eCouncil table.
- 6.2 The seats of eCouncillors shall be chosen by lot prior to the inaugural meeting.
- 6.3 Council may reallocate the seating for eCouncillors by lot at any time by majority vote of eCouncil.

## QUORUM

- 7.1 Quorum of eCouncil is a majority of members of eCouncil.
- 7.2 If quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, the CAO will document the names of those who are present, and the meeting will be adjourned and rescheduled. (BL 5/2019)

- 7.3 If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

## DUTIES OF OFFICIALS

### Duties of the Mayor

- 8.1 The Mayor shall:
- a. open eCouncil meetings;
  - b. chair eCouncil meetings;
  - c. chair meetings of the nominating committee;
  - d. preserve order and decorum in eCouncil meetings;
  - e. rule on all questions of procedure;
  - f. ensure that each Member of eCouncil who wishes to speak on a debatable motion is granted the opportunity to do so;
  - g. determine the speaking order when two or more members of eCouncil or others wish to speak; and
  - h. decide who, aside from members of eCouncil, may address eCouncil.
- 8.2 The Mayor is an ex officio member, by virtue of office, of all eCouncil Committees, unless a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.
- 8.3 If the Mayor is present at a committee meeting by virtue of office:
- a. the Mayor has all the rights and privileges of the other committee members including the right to make motions and vote; ~~but~~
  - ~~b. the mayor shall not be counted to determine quorum.~~

### Duties of the Deputy Mayor

- 9.1 Unless otherwise determined by eCouncil, during the twelve month period following the organizational meeting, each eCouncillor shall serve as deputy Mayor for a two-month period, as assigned to that eCouncillor at the

organizational meeting.

- 9.2 The deputy Mmayor shall chair eCouncil meetings when the Mmayor is absent or unable to act as Mmayor and shall have all the powers and responsibilities of the Mmayor under this bylaw during the Mmayor's absence or inability to act.
- 9.3 The deputy Mmayor may chair meetings of eCommittee of the wW~~h~~ole when delegated by the Mmayor.
- 9.4 In the absence or inability of the Mmayor and deputy Mmayor to act, the next eCouncillor scheduled to be deputy Mmayor on the roster shall chair eCouncil meetings and shall have all the powers and responsibilities of the Mmayor under this bylaw.

### **Duties of the Chief Administrative Officer (BL 5/2019)**

- 10.1 The CAO shall, subject to the *Act* and the *Chief Administrative Officer Bylaw*:  
**(BL 5/2019)**
  - a. provide eCouncil with information and advice with respect to the operation of the City;
  - b. when requested, provide information and advice to the Mmayor and eCouncil on procedural matters in Council;
  - c. record minutes of the meetings of Council and provide secretariat functions for Council meetings;
  - d. receive recommendations for resolutions and make them available to each members of Council; and
  - e. review proposed bylaws to ensure compliance with this bylaw and to advise the proponent and Council of the existence of complementary and conflicting provisions in other bylaws.

### **THE CONDUCT OF A COUNCIL MEETING**

#### **Agenda**

- 11.1 ~~There shall be a committee of council called the agenda committee established by bylaw. The agenda committee will be responsible for determination of the content of the proposed agenda for upcoming council meetings and the order of agenda items on the proposed agendas. 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.

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.

11.2 ~~The a~~Agendas for Council meetings and Standing Committee meetings shall be circulated to members of eCouncil or the Standing Committees no less than 5 days prior to the ~~council~~ meeting, including the corresponding Agenda Package if it is ready for distribution at that time.

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.

11.22 The final Agenda for a Council or 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.

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 eCouncil meeting shall be consideration of the proposed ~~a~~Agenda and adoption of it, subject to:

- a. approval by eCouncil of the ~~a~~Agenda as presented; or
- b. approval by eCouncil ~~for of the Agenda as amended~~amendment of the agenda and subsequent approval of the agenda as amended.

11.4 Amendments to the ~~a~~Agenda may include:

- a. reordering of the items on the ~~a~~Agenda;
- b. assigning a specific time at which to address a particular ~~a~~Agenda item; or
- c. addition of an emergent ~~a~~Agenda item.

11.5 The order of business at a eCouncil meeting shall be the order of the items on the adopted ~~a~~Agenda.

- 11.6 After adoption of the aAgenda, eCouncil may alter the order of the items on the aAgenda, by majority vote, for convenience of the meeting.

### Rules Governing Debate

- 12.1 A motion must be made by a Mmember of eCouncil before eCouncil can debate an item before eCouncil.
- 12.2 A seconder to a motion is not required.
- 12.3 All discussion at a meeting of eCouncil shall be directed through the mMayor.
- 12.4 A Mmember of eCouncil who has made a motion may speak either in favour of, or in opposition to, the motion.
- 12.5 Unless otherwise provided by resolution, a Mmember of eCouncil may speak only:
- a. once on any motion;
  - b. once on any amendment to a motion; and
- 12.6 Notwithstanding 12.5:
- a. a Mmember of eCouncil may ask questions of the administration or other Mmember of Ccouncil on any motion or amendment to a motion;
  - b. a Mmember of eCouncil may speak to answer questions put by other Mmember of eCouncil; and
  - c. a Mmember of eCouncil who has made a motion may speak a second time to end the debate.
  - d. there will be no limit on the length at which a Mmember of eCouncil may speak.
- 12.7 The MMayor may participate in debate on any matter before Ccouncil without relinquishing the chair.
- 12.8 The MMayor may make a motion on any matter on the aAgenda but before doing so the MMayor must relinquish the chair to the deputy MMayor until the vote on the motion has been taken.
- 12.9 When a Mmember of eCouncil wishes to leave the eCouncil chambers while a meeting of eCouncil is in progress:

- a. the Mmember of Ccouncil shall await the formal acknowledgement of the Mmayor before leaving; and
  - b. the time of the member's departure, and return, if any, shall be recorded in the minutes.
  - c. for the purpose of interpreting this section, the eCouncil Lounge is considered to be part of the eCouncil chambers.
- 12.10 If a Mmember of eCouncil has a pecuniary interest under the Act, that Mmember of eCouncil shall state that he/she has a pecuniary interest and the nature of the pecuniary interest and shall leave the room in which the meeting is being held.
- 12.11 Where a Mmember of eCouncil has left the meeting under section 12.10:
- a. the reason for and time of the Mmember of eCouncil's departure, and return, if any, shall be recorded in the minutes;
  - b. if eCouncil amends the motion before it, eCouncil shall Recess to allow the CAO to endeavour to advise the Mmember of eCouncil who has left the meeting of the amendment so that the Mmember of eCouncil may determine whether he/she continues to have a pecuniary interest; and **(BL 5/2019)**
  - c. eCouncil shall not consider any other aAgenda item until the CAO has endeavoured to advise the Mmember of Ccouncil who left the meeting because of a pecuniary interest that there is a new aAgenda item before the meeting. **(BL 5/2019)**
- 12.12 In order to ensure that quorum is not lost, the Mmayor may Recess the meeting briefly if a Mmember of eCouncil wishes to leave the meeting but intends to return.
- 12.13 Subject to the Act, no Mmember of eCouncil shall leave their seat in the eCouncil chambers after a question is put to a vote until the vote is taken.
- 12.14 A eCouncillor who is speaking may be interrupted by the mMayor if:
- a. the Ccouncillor speaking is out of order; or
  - b. the matter being addressed by the eCouncillor speaking is outside the jurisdiction of eCouncil.
- 12.15 A Mmember of eCouncil who is speaking may only be interrupted by another eCouncillor on:
- a. a pPoint of pPrivilege; or

- b. a pPoint of eOrder.
- 12.16 The Member of Council who is speaking when a pPoint of eOrder or pPoint of pPrivilege is raised shall cease speaking immediately.
- 12.17 The Mayor may grant permission:
- a. to the eCouncillor raising the point to explain the point briefly; and
  - b. to the eCouncillor who was speaking to respond briefly; but
- otherwise a pPoint of eOrder or privilege is not debatable or amendable.
- 12.18 The Mayor must rule on a pPoint of eOrder or privilege and no vote will be taken unless there is a challenge by a Ceouncillor to the ruling.
- 12.19 The Mayor may seek advice from the CAO on a pPoint of eOrder or privilege or to determine whether a matter is within the jurisdiction of the eCouncil. **(BL 5/2019)**

### **Challenging the Ruling of the Mayor**

- 13.1 Any eCouncillor may challenge the ruling of the Mayor on a pPoint of eOrder or privilege and state the terms of the challenge.
- 13.2 When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by eCouncil.
- 13.3 If a ruling of the Mayor is challenged, the Mayor shall briefly state the reasons for the Mayor's ruling and then put the question to eCouncil.
- 13.4 Council shall decide the challenge, by majority vote, without debate.
- 13.5 The decision of Ceouncil on the challenge is final.
- 13.6 If the Mayor refuses to put the challenge to Ceouncil, eCouncil may request the deputy Mayor to assume the chair in order that the challenge to the Mayor's ruling can be put to eCouncil in accordance with the provisions of sections 13.3 to 13.5. The result of the vote is as binding as if conducted under the Mayor and the Mayor shall abide by the result.

### **MAINTAINING ORDER IN COUNCIL**

#### **Order in Council Chambers - Council**

- 14.1 The Mmayor may call to order any eCouncillor who is out of order.
- 14.2 A eCouncillor who is called to order must cease talking or otherwise engaging in the activity specified by the Mmayor in the call to order.
- 14.3 When a eCouncillor has been called to order but persists in breaching the order of Council, the Mmayor may name the eCouncillor and declare the offence.
- 14.4 The CAO shall note the offence in the minutes. **(BL 5/2019)**
- 14.5 If a eCouncillor who has been named:
- a. apologizes to Council and withdraws the offensive statement or action, then
    - i. that eCouncillor may remain and continue to participate in the meeting; and
    - ii. the Mmayor may direct that the notation of the offence be removed from the minutes; or
  - b. fails or refuses to apologize and withdraw the offensive statement or action then that eCouncillor is automatically expelled and must leave Council chambers immediately.
- 14.6 A eCouncillor who refuses to leave the Council chambers upon the order of the Mmayor may be removed by a pPeace eOfficer.
- 14.7 No eCouncillor shall be expelled for a period greater than the meeting that was in progress at the time of the expulsion.
- 14.8 A eCouncillor who is called to order or named may immediately thereafter challenge the ruling of the Mmayor and state the terms of the challenge.
- 14.9 When there is a challenge to the ruling of the Mmayor, all further debate shall cease until the challenge has been dealt with by eCouncil.
- 14.10 A challenge of the Mmayor's ruling shall follow those procedures outlined in sections 13.3 to 13.5.

### Order in Council Chambers – The Public

- 15.1 Only members of Council, the CAO, and those individuals authorized by the CAO or Mmayor may be present on the floor of Council chambers. **(BL 5/2019)**

- 15.2 The CAO, an employee or consultant authorized by the CAO may address the ~~C~~Council from the floor of ~~C~~Council chambers, if recognized by the ~~M~~Mayor. (BL 5/2019)
- 15.3 A person not listed in section 15.1 may address ~~C~~Council from the public gallery with permission of the ~~M~~Mayor.
- 15.4 No person present in the gallery or on the floor of ~~C~~Council chambers shall cause any disturbance, interrupt any speaker or interfere with the action of ~~C~~Council.
- 15.5 The ~~M~~Mayor may call to order any person on the floor or in the gallery who has created a disturbance and may expel that person from ~~C~~Council chambers.
- 15.6 An employee or member of the public who refuses to leave ~~C~~Council chambers upon the order of the ~~M~~Mayor may be removed by a ~~p~~Peace ~~e~~Officer.

## RULES FOR MOTIONS

### Motions

- 16.1 A ~~M~~member of ~~C~~Council may make a motion introducing any new matter if:
- a. the motion is a recommendation from a ~~C~~Council ~~C~~Committee;
  - b. ~~n~~Notice of ~~m~~Motion has been provided in accordance with section 23 of this bylaw; or
  - c. a motion is passed dispensing with notice.
- 16.2 At least three days before a regularly scheduled meeting of ~~C~~Council, the CAO shall make all motions filed under section 16.1 available to all members of ~~C~~Council. (BL 5/2019)
- 16.3 Section 16.1 does not apply to any of the motions set out in section 16.9.
- 16.4 A motion must be made prior to any debate or vote occurring.
- 16.5 A recommendation in a report is not a motion until a ~~M~~member of ~~C~~Council moves it.
- 16.6 Council shall consider only one motion at a time.
- 16.7 After a motion has been moved, it may not be withdrawn without the majority consent of ~~C~~Council.
- 16.8 The following motions are not debatable by ~~C~~Council:

- a. to raise a ~~p~~Point of ~~p~~Privilege;
- b. to call for ~~e~~Orders of the ~~d~~Day;
- c. to raise a ~~p~~Point of ~~e~~Order;
- d. to withdraw a motion;
- e. to ~~R~~ecess or ~~A~~adjourn the meeting; or
- f. to challenge a ruling of the ~~M~~ayor.

16.9 When a motion has been made and is being considered, no ~~M~~ember of ~~C~~ouncil may make any other motion except:

- a. as set out in section 16.8
- b. to ~~R~~efere the main motion to ~~e~~Council of the ~~w~~Whole, the administration, a ~~C~~ouncil ~~C~~ouncil or some other person or group for consideration;
- c. to ~~p~~Postpone consideration of the motion;
- d. to ~~t~~Iable the motion; or
- e. to amend the motion.

16.10 Motions shall have precedence in accordance with the order that they are listed in section 16.8 and then in subsections 16.9(b), 16.9(c), 16.9(d) and 16.9(e).

16.11 If a motion is voted on by ~~C~~ouncil, a ~~M~~ember of ~~C~~ouncil who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be ~~R~~reconsidered, provided that the vote has not caused an irrevocable action.

16.12 If a motion fails, the same motion shall not be renewed unless:

- a. a general municipal election has been held; or
- b. one year has passed since the date that the motion was defeated.

16.13 Notwithstanding section 16.12, if a motion is defeated, a ~~M~~ember of ~~C~~ouncil may introduce a motion calling on ~~e~~Council to ~~R~~renew the motion if:

- a. a two-thirds majority of ~~C~~ouncil grants leave to a ~~M~~ember of ~~C~~ouncil to introduce a motion calling on ~~C~~ouncil to ~~R~~renew the motion; or

- b. the Mmember of Council who wishes to have Council Renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate.
- 16.14 If a motion succeeds, a Mmember of Council may introduce a motion calling on Council to Rescind the motion or aAmend a mMotion pPviously aAdopted if:
- a. the Mmember of Council sets out in writing what special or exceptional circumstances warrant further debate; or
  - b. in emergent situations, where previous notice to rRescind or aAmend a mMotion pPviously aAdopted is not practical, a motion to rRescind or aAmend a mMotion pPviously aAdopted shall require a two-thirds vote of members of Council present at the Council meeting at which the rescinding or amending motion is introduced.
- 16.15 A motion to rRescind, Renew or aAmend a mMotion pPviously aAdopted may not be introduced where the vote on the original motion has caused an irrevocable action.
- 16.16 Council may consider a matter in eCamera in accordance with the -Act~~Freedom of Information and Protection of Privacy Act~~.
- 16.17 No motions may be made when Council is sitting in eCamera except the motion to return to the public forum.
- 16.18 Before calling the vote on a motion that, if passed, would result in a requirement for an action to be completed by a specified date or within a specific amount of time, the Mayor shall consult with the CAO regarding the practicality of the date specified in the motion. **(BL 5/2019)**

### Amendments to Motions

- 17.1 A Mmember of Council who moved a motion may not move an amendment to it.
- 17.2 Notwithstanding 17.1, a Mmember of Council who has moved a motion may restate the motion to include a proposed amendment if no other Mmember of Council objects.
- 17.3 Any Mmember of Council, other than the Mmember of Council who moved the main motion, may move to amend a motion.
- 17.4 The Mmember of Council who moved the main motion may move an amendment to the amendment.
- 17.5 The Mayor shall allow only:

- a. one amendment to the main motion; and
- b. one amendment to the amendment

to be advanced and considered at a time.

17.6 Council must vote:

- a. on an amendment to the amendment, if any, before voting on the amendment; and
- b. on any amendment before voting on the main motion.

17.7 When an amendment is on the floor, Council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

17.8 The Mayor shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of Council.

17.9 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.

### Motions to Refer

18.1 Any Member of Council may move to rRefer any main motion, and any pending amendments, to a Council Committee or the administration for investigation and report.

18.2 A motion to Rrefer:

- a. is debatable;
- b. precludes any further amendment to the main motion, until the motion to rRefer has been addressed by Council;
- c. shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
- d. may be amended only as to the body to which the motion is referred and the instructions on the referral.

18.3 The Mayor shall refuse to accept a motion to rRefer that would have the effect of defeating the motion to which it applies.

- 18.4 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to the referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

### Splitting a Motion

- 19.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Member of Council may request that the motion be split into parts so that each part may be voted upon individually.
- 19.2 A Member of Council who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.
- 19.3 The CAO may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council. (BL 5/2019)

### Tabling Motions

- 20.1 A motion may be tabled by a majority vote of Council to enable Council to deal with other more pressing matters.
- 20.2 A motion to Table:
- a. includes all other motions; and
  - b. takes precedence over any other motion connected with the motion being considered for tabling.
- 20.3 A motion that has been tabled may be raised from the Table at any time by a majority vote of Council.
- 20.4 If a motion to raise a motion from the Table is defeated, it may only be made again after Council has addressed some other matter or business.
- 20.5 When a tabled motion is raised from the Table, it is brought back with all motions connected with it, exactly as it was when laid on the Table.

20.6 A motion fails if it is not raised from the Itable within one year of being tabled.

### Postponing Motions

21.1 A motion may be postponed:

- a. to later in the meeting to enable Council to deal with other more pressing matters; or
- b. to a specified time and/or date; or
- c. until the occurrence of an event; or
- d. indefinitely.

21.2 A motion to postpone:

- a. includes the motion being postponed and all connected amendments; and
- b. takes precedence over any other motion connected with the motion being postponed.

21.3 A motion that has been postponed under section 21.1(a) or 21.1(d) may be considered at any time by a two-thirds majority vote of Council.

21.4 If a motion to consider a postponed motion is defeated, it may only be made again after Council has addressed some other matter or business.

21.5 When a motion that has been postponed is brought back to Council, it is brought back with all motions connected with it, exactly as it was when postponed.

21.6 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an aAgenda for consideration at that time and date or upon the occurrence of the event.

21.7 The effect of the motion to postpone a motion indefinitely is to suppress it throughout the current Council term.

### Consent Agenda

22.1 The recommendation in the aAgenda report for the eConsent aAgenda portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.

- 22.2 If a ~~M~~member of ~~C~~council wishes to debate an item included in the ~~e~~C~~o~~nsent ~~a~~A~~g~~enda, a request to exempt the item must be made before the Chair calls the question.
- 22.3 Approval of the ~~e~~C~~o~~nsent ~~a~~A~~g~~enda shall include approval of all the recommendations contained in the respective reports.
- 22.4 Council will deal with items for debate in the order that they appear on the ~~a~~A~~g~~enda, unless otherwise decided in accordance with Section 11.
- 22.5 A motion must be made before any exempted item is discussed, debated, or the subject of questions.

### Notice of Motion

- 23.1 Prior to ~~C~~council adjourning a regular ~~C~~council meeting, ~~M~~member of ~~C~~council will be given an opportunity to present a ~~n~~N~~o~~tice of ~~m~~M~~o~~tion by reading into the minutes the ~~n~~N~~o~~tice of ~~m~~M~~o~~tion and by providing the CAO with a written copy of the notice.  
(BL 5/2019)
  - a. any motion arising from an unsolicited or unscheduled presentation to Council shall be treated as a “Notice of Motion” and subject to the rules outlined in this section.
- 23.2 In addition to the opportunity described in section 23.1 members of ~~C~~council may:
  - a. present a ~~n~~N~~o~~tice of ~~m~~M~~o~~tion during discussion or debate on a matter which the ~~n~~N~~o~~tice of ~~m~~M~~o~~tion pertains; or
  - c. present a ~~n~~N~~o~~tice of ~~m~~M~~o~~tion by providing written notice, including by email, of the motion to all other members of ~~C~~council, the CAO, and any other members of administration required by the CAO to receive notice.  
(BL 5/2019)
    - i. for ~~n~~N~~o~~tice of ~~m~~M~~o~~tion by email, notice will be read at the next ~~C~~council meeting in cases where there is a regular meeting of ~~C~~council within a week of notice or be advertised in a press release within one week.
- 23.3 A ~~n~~N~~o~~tice of ~~m~~M~~o~~tion must give sufficient detail so that the subject of the motion and any proposed action can be determined.

- 23.4 A ~~n~~Notice of ~~m~~Motion may state the date of the regular ~~C~~ouncil meeting or Standing Committee meeting at which the Council member wishes the motion to ~~will~~ be included in the ~~a~~Agenda.
- 23.5 If no date is provided in the ~~n~~Notice of ~~m~~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.~~agenda-committee will determine which council meeting agenda will include the motion for which the notice of motion was provided.~~
- 23.51 If a motion for which notice was given is referred to a Standing Committee, the Standing Committee shall after consideration of the motion Refer it to a subsequent Council meeting with the Standing Committee's recommendation as to whether the motion should be supported, not supported, or supported with revisions.
- 23.6 A date included in a ~~n~~Notice of ~~m~~Motion as per section 23.2(a), or determined ~~under by the agenda committee as per~~ section 23.5, shall be no less than 21 days later than the date of the ~~C~~ouncil meeting at which the ~~n~~Notice of ~~m~~Motion was provided.
- 23.7 A date included in a ~~n~~Notice of ~~m~~Motion as per section 23.2(b) shall be no less than 21 days later than the date of the next regular ~~C~~ouncil meeting after the date that ~~n~~Notice of ~~m~~Motion was provided.
- 23.8 A ~~n~~Notice of ~~m~~Motion may be added to the ~~a~~Agenda of Council or a Standing Committee with less notice than prescribed ~~than the time outlined~~ in section 23.6 if ~~c~~Council or the Standing Committee passes a resolution waiving the time requirement for notice.
- 23.9 If a motion for which ~~a~~ notice ~~of motion~~ was provided is not moved at the meeting that was either indicated in the ~~n~~Notice of ~~m~~Motion or determined under section 23.5~~by the agenda committee~~, it will appear on the ~~a~~Agenda for, and may be moved at any of the next two regular meetings. ~~After the third regular meeting, it will not appear on subsequent agendas unless a new notice of motion is provided.~~
- 23.10 A ~~n~~Notice of ~~m~~otion cannot be made at a special ~~C~~ouncil meeting.
- 23.11 A motion on notice is not debatable until a ~~M~~member of ~~C~~ouncil 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.
- 24.2 When the electronic voting technology is in operation:
- a. all members of Council shall vote using the electronic voting technology, unless excused from voting by any statute; and
  - b. all votes shall be displayed publicly and recorded in the minutes in accordance with the public display.
- 24.3 When the electronic voting technology is inoperable or unavailable, a recorded vote shall be taken manually.

## RULES FOR BYLAWS

### Bylaws

- 25.1 The CAO must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time. **(BL 5/2019)**
- 25.2 Each proposed bylaw must include:
- a. the bylaw number assigned to it by the CAO; and **(BL 5/2019)**
  - b. a concise title.
- 25.3 The bylaw number and concise title of a proposed bylaw must be included on the aAgenda of the meeting at which the bylaw is to be introduced.
- 25.4 The CAO must make available a copy of the bylaw to each Member of Council before the first reading of the bylaw. **(BL 5/2019)**
- 25.5 After first reading of the bylaw a Member of Council may move to have the bylaw read a second time.
- 25.6 Council may not give a bylaw more than two readings at a meeting unless members of Council unanimously agree to consider third reading at that meeting.
- 25.7 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:

- a. are deemed to have received first and second reading; and
- b. are incorporated into the proposed bylaw.

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.

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:

- 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 ~~w~~W~~h~~ole may:

- a. conduct ~~P~~public ~~m~~M~~e~~etings;
- b. receive delegations and submissions;
- c. meet with other municipalities and other levels of governments; and
- d. recommend annual appointments of members of the public to ~~C~~eouncil ~~C~~eommittees, other City committees and other bodies on which the City is entitled to have representation.

26.6 Council may receive briefings in ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole.

26.7 In addition to the restrictions contained in section 203(2) of the Act, the ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole shall not hold ~~p~~P~~u~~blic ~~h~~H~~e~~arings.

26.8 The ~~m~~M~~a~~yor may call for a meeting of the ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole at any time, including during the course of a regular or special Council meeting.

26.9 Subject to the Act, any ~~M~~m~~e~~member of ~~C~~eouncil may move that ~~C~~eouncil move into ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole to consider any matter either at the current ~~C~~eouncil meeting or at another date. Instructions to the ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole may be included in this motion.

26.10 A motion to move into ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole is not debatable. ~~-may be debated only regarding the desirability of committing the main motion but not on the main motion itself.~~

26.11 Quorum of ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole is a majority of ~~M~~m~~e~~members of ~~C~~eouncil.

26.12 In the ~~e~~C~~e~~ommittee of the ~~w~~W~~h~~ole, the procedures of ~~C~~eouncil shall be relaxed as follows:

- a. a ~~M~~m~~e~~member of ~~C~~eouncil may speak even though there is no motion on the floor, but if there is a motion on the floor a ~~m~~member of ~~C~~eouncil shall only address that motion;
- b. a ~~M~~m~~e~~member of ~~C~~eouncil may speak more than once, provided that each ~~M~~m~~e~~member of ~~C~~eouncil who wishes to speak to the matter has already been permitted to do so;
- c. with the permission of the ~~M~~m~~a~~yor, persons other than ~~e~~C~~e~~ouncillors may be seated at the ~~C~~eouncil table and on the ~~C~~eouncil floor; and

- d. no notice need be given of any motion to be made.
- e. the Mayor may make a motion on any matter without relinquishing the chair.

26.13 Committee of the whole may move in eCamera in accordance with the Act ~~Act and the Freedom of Information and Protection of Privacy Act.~~

26.14 No motions may be made when eCommittee of the whole is sitting in eCamera ~~in accordance with the Freedom of Information and Protection of Privacy Act~~ except motions to return to the public forum.

26.15 When eCouncil moves into eCommittee of the whole within a eCouncil meeting with the intention of returning to eCouncil for a decision at the same meeting, eCommittee of the whole is not required to vote on a recommendation to eCouncil.

26.16 When eCouncil moves into eCommittee of the whole to consider a matter delegated to it by eCouncil, members of eCouncil are required to vote on a recommendation to eCouncil.

### NOMINATING COMMITTEE

- 27.1 There shall be a committee of eCouncil called the nominating committee.
- 27.2 The nominating committee shall make recommendations to eCouncil on the appointment of members of eCouncil to eCouncil Ccommittees, to other City committees, and to bodies on which the City is entitled to have representation.
- 27.3 The nominating committee of eCouncil shall be composed of the all members of eCouncil.
- 27.4 The Mayor is the permanent chair of the nominating committee.

### PUBLIC APPOINTMENTS TO COMMITTEES

- 28.1 eCouncil may, by policy, establish procedures for the recommendation for appointment of members of the public to committees, boards or other agencies to which Council may appoint members of the public.
- 28.2 Appointments to public committees shall be made by resolution of eCouncil.

## INFORMATION REQUESTS

- 29.1 A Mmember of eCouncil wishing to make an information request of administration shall present it to eCouncil either:
- a. at the time designated for information requests on the aAgenda of a regular eCouncil meeting; or
  - b. during discussion of a matter on the aAgenda to which the information request is related.
- 29.2 If the CAO is unable to answer the information request at the meeting, the CAO will forward the request to the appropriate official or body in the City for a response. **(BL 5/2019)**
- 29.3 Unless the information request specifies that the Mmember of eCouncil wishes the information to appear on a subsequent aAgenda, the information will be forwarded directly to all members of eCouncil.
- 29.4 If the CAO determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the *Freedom of Information and Protection of Privacy Act*, the CAO shall file a response with Ceouncil stating the reasons for withholding the information. **(BL 5/2019)**
- 29.5 If the CAO determines that the time and cost of compiling the information will be considerable, the CAO shall request a resolution of eCouncil to approve the request either at the same meeting or a future meeting. **(BL 5/2019)**
- 29.6 If a Mmember of Ceouncil who has made an information request wishes to withdraw the request, at the appropriate time on the aAgenda that Mmember of eCouncil shall so inform eCouncil.

## PUBLIC HEARINGS

- 30.1 The Mmayor, or the CAO, shall inform eCouncil of any written submissions and the numbers in favour of and opposed to the matter. **(BL 5/2019)**
- 30.2 Any person who claims to be affected by the subject matter of the pPublic Hearing shall be afforded an opportunity to be heard by the eCouncil in person or through an agent.

- 30.3 Any ~~M~~member of ~~e~~Council or the public may review the written submissions received before the commencement of the ~~p~~Public ~~h~~Hearing or during the ~~p~~Public ~~h~~Hearing.
- 30.4 Prior to holding a ~~p~~Public ~~h~~Hearing on a bylaw ~~e~~Council shall vote on the motion for first reading of a bylaw, and if first reading passes, ~~e~~Council shall establish a date on which the ~~p~~Public ~~h~~Hearing on the bylaw will be held.
- 30.5 The proceedings of ~~p~~Public ~~h~~Hearings shall be as follows:
- a. the Mayor opens the ~~p~~Public ~~h~~Hearing.
  - b. administration introduces the bylaw.
  - c. if administration and the applicant have worked together in the process, they may determine an effective and efficient approach to presenting the pertinent information to ~~e~~Council. Alternatively, an applicant may have a maximum of ten minutes to make a presentation to ~~e~~Council following administration's presentation.
  - d. ~~e~~Council may ask questions of the administration and of the applicant.
  - e. the Mayor invites members of the public to speak to the bylaw.
  - f. ~~e~~Council hears from those in attendance who wish to speak to the bylaw. Individuals shall be allotted a maximum of five minutes to make their presentations. Those who register as groups shall be allotted a maximum of ten minutes. ~~e~~Council may vote to extend the time limits. Presenters may enhance their presentations by circulating or providing a report containing more detailed information.
  - g. ~~e~~Council may ask questions of the members of the public who have come forward to speak to the bylaw.
  - h. once ~~e~~Council has heard from the public, ~~e~~Council may ask questions of administration on any points raised by the public that were not answered in previous questioning.
  - i. the Mayor asks if there is anyone who wishes to speak to NEW information – the speaker should identify the new information that he or she is addressing.
  - j. repeat procedures set out in sections 30.5(g), 30.5(h) and 30.5(i) until no one comes forward.
  - k. the Mayor shall ask for a motion to ~~e~~Close or to ~~a~~Adjourn the ~~p~~Public ~~h~~Hearing until a later meeting of ~~e~~Council.

- 30.6 If a ~~p~~Public ~~h~~Hearing is adjourned, ~~e~~Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the ~~p~~Public ~~h~~Hearing.
- 30.7 Once the ~~p~~Public ~~h~~Hearing is closed, ~~e~~Council cannot receive any additional substantive information on the bylaw as proposed without holding another ~~p~~Public ~~h~~Hearing.
- 30.8 Depending upon the nature of the bylaw and the need for additional public circulation and response, ~~e~~Council may continue with subsequent readings at the same meeting or at subsequent meetings.
- 30.9 The ~~p~~Public ~~h~~Hearing must be closed before ~~e~~Council votes on second reading of the bylaw.
- 30.10 If the bylaw requires referral to the Edmonton Metropolitan Region Board, following passage of second reading, ~~e~~Council shall ~~R~~refer the bylaw to the Edmonton Metropolitan Region Board. A decision on a bylaw referred to the Edmonton Metropolitan Region Board shall be presented to ~~e~~Council after second reading.
- 30.11 If ~~e~~Council determines that any amendments that have been made have a substantive impact on, or have changed the intent of the bylaw, ~~e~~Council may decide to re-open the ~~p~~Public ~~h~~Hearing for input from the public prior to second reading.
- a. A ~~p~~Public ~~h~~Hearing may only be re-opened during the same ~~e~~Council meeting in which the ~~p~~Public ~~h~~Hearing was closed.
- 30.12 If there is more than one ~~p~~Public ~~h~~Hearing on the ~~a~~Agenda, there shall be a motion to ~~A~~adjourn or ~~e~~Close one ~~p~~Public ~~h~~Hearing before the ~~M~~mayor opens another ~~p~~Public ~~h~~Hearing.
- 30.13 Matters that are related to the same topic may be addressed in the same ~~p~~Public ~~h~~Hearing.

## **PUBLIC MEETINGS AND NON-STATUTORY PUBLIC HEARINGS**

- 31.1 Council may hold ~~P~~public ~~m~~Meetings or non-statutory ~~p~~Public ~~h~~Hearings to solicit input from the public on issues for which a ~~p~~Public ~~h~~Hearing is not legislatively required.
- 31.2 Non-statutory ~~p~~Public ~~h~~Hearings shall be conducted according to the procedures for statutory ~~p~~Public ~~h~~Hearings adopted from time to time by ~~e~~Council.

## PUBLIC PRESENTATIONS

- 32.1 An individual or group appointment shall not exceed five minutes unless:
- the Mayor, at his/her discretion, extends the amount of time; or
  - eCouncil, by resolution, extends the amount of time.
  - notwithstanding sections 32.1(a) and 32.1(b), if a group is an advisory committee to eCouncil or invited by eCouncil, ten minutes will be allotted for the appointment.
  - individuals representing more than one person will only be allotted one presentation.
- 32.2 If requested by a Member of eCouncil, a vote of Council must be taken to approve an extension of time given by the Mayor under sections 32.1(a).
- 32.3 Individuals or groups wishing to address Council on an aAgenda item scheduled for an upcoming eCouncil meeting, shall register with Legislative Services by noon of the day of the eCouncil meeting and shall provide their name, contact information and the aAgenda item they wish to speak to. Individuals or groups who have registered shall be given priority during the public presentation time, in the order in which they have registered, to make their presentations to eCouncil.
- 32.4 On the day of the eCouncil meeting, a sign-in sheet shall be available at the entrance to eCouncil chambers for people who have not registered but who wish to address eCouncil on an aAgenda item scheduled for that eCouncil meeting.
- 32.5 Individuals and groups who have registered to address Council on specific aAgenda items when those items come before eCouncil shall be accommodated within the following steps:
- the Mayor will invite administration, along with any consultants that administration deems necessary, to introduce the aAgenda item.
  - eCouncil may ask questions of administration.
  - the Mayor may invite any interested member in the public gallery to speak to the aAgenda item. The speaker will provide to eCouncil his/her name, and may provide his/her address to enable eCouncil or administration to follow-up with the presenter, if required.
  - eCouncil may ask questions of the presenters.
  - eCouncil may ask further questions of administration.

- f. eCouncil will then debate and deal with the aAgenda item.
- 32.6 Individuals or groups wishing to address eCouncil on topics not on the aAgenda for an upcoming eCouncil meeting, shall register with Legislative Services at least 5 business days prior to the eCouncil meeting they wish to attend and shall provide their name, contact information, and their topic.
- a. presentation material shall be provided to Legislative Services at least 30 minutes prior to the eCouncil meeting, if a presentation or other material is to be presented to eCouncil at the eCouncil meeting.
- 32.7 Agenda Committee shall review the submissions of individuals or groups wishing to address eCouncil on topics not on the aAgenda and shall determine if:
- a. the eCouncil meeting the individuals or groups wish to attend has sufficient time for eCouncil to hear their presentation and that relevant staff from administration is available to answer any questions from eCouncil arising from the topics not on the aAgenda; or
  - b. the topics not on the aAgenda shall be scheduled for a later eCouncil meeting.
- 32.8 Individuals and groups who have registered to address eCouncil on topics not on the aAgenda shall be accommodated within the following steps:
- a. the Mayor will invite the presenter to make their presentation on their topic not on the aAgenda.
  - b. eCouncil may ask questions of the presenter.
  - c. eCouncil may ask questions of administration.
  - d. eCouncil may ask administration to further research the topic not on the aAgenda and bring back any new recommendations to eCouncil as an aAgenda item.
- 32.9 Council chambers are equipped with a computer connection for the use of the 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 eCouncil shall arrive at least one-half hour prior to the commencement of the eCouncil meeting to install and test their own computer equipment.

## ADJOURNING THE MEETING

33.1 When the Mmayor is satisfied that all the business and purposes of a meeting have been addressed, the Mmayor may Aadjourn the meeting or request a motion to Aadjourn the meeting.

33.2 Any Mmember of eCouncil may move to Aadjourn the meeting at any time.

## COMMUNICATIONS

34.1 A eCouncil meeting or eCouncil Ccommittee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the *Act* and policies and procedures adopted by Ccouncil.

## COMING INTO FORCE AND REPEAL

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