

**CONSOLIDATED**

**CITY OF MEDICINE HAT**

**PROCEDURE BYLAW**

**2270**

**(JANUARY 31<sup>ST</sup>, 1983)**

## PROCEDURE BYLAW

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**BYLAW NO: 2270**

**CONSOLIDATION OF A BYLAW OF THE CITY OF MEDICINE HAT TO REGULATE THE PROCEEDINGS IN THE COUNCIL OF THE SAID CITY AND IN THE BOARDS AND COMMITTEES THEREOF, AND TO DEFINE CERTAIN DUTIES OF COUNCIL, ITS BOARDS AND COMMITTEES AND CERTAIN OFFICERS OF THE SAID CITY.**

WHEREAS it is necessary to continue and to establish rules and provisions to regulate the conduct of business in council meetings, in board and committee meetings, to control and maintain order in council meetings, to provide for standing and special boards and committees, to provide for the enactment of municipal legislation and to provide for dealing with petitions, remonstrances, and submissions to the Council;

NOW THEREFORE THE COUNCIL OF THE CITY OF MEDICINE HAT DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

1. SHORT TITLE

This Bylaw may be cited as the Procedure Bylaw.

2. From the date of the passing of this Bylaw the following rules and regulations shall be observed for the order and dispatch of business in council and in all boards and committees thereof and all motions, rules or regulations existing and inconsistent with this Bylaw are hereby repealed.

3. Where the rules herein do not provide, the rules of the Parliament of Canada as contained in Bourinot's Rules of Order shall be followed for governing the proceedings of the council and the conduct of its members.

4. REPEALS, AMENDMENTS OR SUSPENSIONS

Neither this Bylaw nor any provisions contained in it may be repealed, amended or suspended by the Council when in session (except so far as the terms thereof shall themselves permit) unless

4.1 by a bylaw unanimously passed at a subsequent regular meeting or special meeting of the Council at which all the members are present and vote; or

4.2 by a bylaw passed at a regular meeting of the Council in pursuance of a notice of motion in writing given at the next preceding regular meeting of Council and setting forth the terms of substantial effect of the proposed bylaw.

5. DEFINITIONS AND INTERPRETATION

In this Bylaw,

5.1 "Act" means the Municipal Government Act, being chapter M-26 of the Revised Statutes of Alberta as amended from time to time.

- 5.2 "Agenda" means the order of business for a regular or special meeting of Council prepared by the City Clerk pursuant to section 17.
- 5.3 "Board" means the Board of Commissioners appointed by Council pursuant to the Commission Board Bylaw (to carry out certain administrative and executive duties on Council's behalf).
- 5.4 "Bylaw" means a bylaw of the City.
- 5.5 "Chairman" means the person presiding at the meeting of Council.
- 5.6 "City" means the Corporation of the City of Medicine Hat and where the context requires, means the area included within the boundaries of the City.
- 5.7 "Committee" means a committee of Council, but does not include the committee of the whole.
- 5.8 "Committee of the Whole" means a Council meeting held pursuant to section 44(3) of the Act.
- 5.9 "Council" means the mayor and aldermen of the City for the time being elected pursuant to the provisions of The Municipal Government Act.
- 5.10 "Meeting" means a meeting of Council.
- 5.11 "Member" means a member of Council, duly elected and continuing to hold office.
- 5.12 "New Business" means business dealing with a matter which has not been introduced at the same or a previous meeting and of which no notice has been given of the intention to present it.
- 5.13 "Officer" for the purposes of this bylaw means a city employee who as a normal part of his duties is required to attend meetings.
- 5.14 "Privilege" means the rights and immunities of Council collectively or the position and conduct of members of Council in their official character as elected representatives and a "matter of privilege" means any matter affecting privilege.
- 5.15 "Quorum" means the majority of the valid, subsisting members of Council or in the case of a committee, board, commission, or other organized and recognized group, as the context shall require, unless the bylaw or resolution establishing such body specifies a different quorum, the majority of the members.
- 5.16 "Unfinished Business" means business which has been raised at the same or a previous meeting and which has not been completed.

Amended by:  
Bylaw 2701  
Apr. 5, 1993

- 6. Wherever this bylaw requires that a motion be made, a bylaw be passed, or any other action be taken by a vote of:

Amended by:  
Bylaw 2293  
Mar. 21, 1983

- 6.1 a simple majority of Council;
- 6.2 two-thirds or any other stipulated fraction of Council members;
- 6.3 all members of Council;

the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present and voting on the matter.

7. APPLICATION OF BYLAW

- 7.1 This Bylaw applies to:
  - 7.1.1 all regular and special meetings of Council; and
  - 7.1.2 subject to the provisions of subsection 7.2 the conduct of the meetings of all boards and committees appointed by Council.
- 7.2 Notwithstanding subsection 7.1 the rules governing the procedure of the Council shall be observed in any board or committee meeting insofar as applicable except that:
  - 7.2.1 no motion shall be required to be seconded;
  - 7.2.2 the number of times of speaking on a question shall not be limited;
  - 7.2.3 a board or committee member shall not be restricted to asking questions only of the previous speaker but the questions must relate directly to the matter under discussion;
  - 7.2.4 the rules as to hearing of deputations and as to introducing new matters shall not apply; and
  - 7.2.5 the hours for adjournment shall not apply, except for a committee of the whole.

8. ORGANIZATIONAL MEETING OF COUNCIL

Amended by:  
Bylaw 2701  
Apr. 5, 1993

- 8.1 The organizational meeting of Council shall be held annually, no later than 2 weeks after the 3rd Monday of October, at a time and place to be fixed by the City Clerk.

Amended by:  
Bylaw 2701  
Apr. 5, 1993

- 8.2 The City Clerk shall give written notice of the day, time and place of the organizational meeting to each member of Council in the manner prescribed by section 43(4) of the Act.
- 8.3 Written notice of the organizational meeting of Council stating the time and place at which it is to be held, and the nature of the business to be transacted thereat, shall be delivered to each member at his residence or place of business not less than 24 hours prior to the meeting.

- 9.1 Every member shall make and subscribe the official oath prescribed by the Oaths of Office Act before entering upon the duties and shall deposit the oath with the City Clerk.

- 9.2 Unless the mayor has been elected at the last annual election immediately preceding the organizational meeting, he shall take the chair and call the meeting to order.
- 9.3 If the mayor has been elected at the last annual election immediately preceding the meeting, the City Clerk shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed the official oath prescribed by The Oath of Office Act.
- 9.4 Immediately upon completion by every member of Council present and making and subscribing the Official Oath, the City Clerk shall retire from the chair if acting pursuant to subsection 9.3 and the mayor shall take the chair and call the meeting to order.
- 9.5 The business of Council at the first meeting following the annual election shall be limited to the calling of the meeting, the making and subscribing of the oath, the introduction of new members, the appointment of a deputy mayor, acting mayor and the appointment of members to act on committees, commissions, boards and/or bodies on which Council is entitled to representation.

10. DEPUTY MAYOR AND ACTING MAYOR

- 10.1 Council at the organizational meeting of Council shall appoint one of its members as deputy mayor, another as acting mayor and periodically thereafter at intervals of forty-five (45) days.
- 10.2 When the mayor, through illness, absence, or other cause, is unable to perform the duties of his office, or when the office is vacant, the deputy mayor or in his absence the acting mayor shall perform all the duties of the mayor during his inability or absence and shall preside at all such meetings of Council.
- 10.3 When the mayor, the deputy mayor and the acting mayor through illness, absence, or other cause, are unable or unwilling to perform the duties of the office, Council may appoint an alternate acting mayor.
- 10.4 An acting mayor appointed to subsection 10.3 shall have all the powers and shall perform all the duties of the mayor and shall hold office for such time as Council may fix.

11. PLACES, DATES AND TIMES OF MEETINGS

- 11.1 Subject to section 8 and section 11, subsections 11.2 and 11.3, all regular meetings of Council shall be held in the council chambers or at such other location as Council may, by resolution, designate on the first and third Mondays of each and every month.
- 11.2 Notwithstanding anything contained in subsections 11.1 and 11.3, Council may, at any regular meeting of Council, by resolution direct that:
  - 11.2.1 the next regular Council meeting will be held on a day other than the Monday on which it would fall due; and

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- 11.2.2 the regular meeting of Council will commence at any time other than 6:30 o'clock in the afternoon; and
  - 11.2.3 no notice of any such Council meeting is necessary; and
  - 11.2.4 no regular meeting be held for any portion of any month or months designated by Council.
- 11.3 Unless otherwise determined pursuant to the provisions of subsections 11.2 and 11.4, regular Council meetings shall commence at 6:30 o'clock in the afternoon and shall not continue later than 11 o'clock in the afternoon of the same day if in session at that hour.
- 11.4 Notwithstanding the provisions of subsection 11.3 Council may, upon an affirmative vote of a majority of the members present and voting, which vote subject to the provisions of subsection 11.6, must be taken not later than 11 o'clock in the afternoon, extend the meeting beyond 11 o'clock. A motion to extend the time of any meeting beyond 11 o'clock in the afternoon may be made and passed either while in Council or in committee.
- 11.5 Unless there has been a motion passed by the required majority within the prescribed time extending the Council meeting beyond 11 o'clock in the afternoon all matters of business which appear on the Council agenda for that meeting and which have not been dealt with by that time shall be deemed to be tabled until the next regular meeting of Council.
- 11.6 Notwithstanding the other provisions of this section, if no motion is passed before 11 o'clock in the afternoon by the required majority for extension of the meeting and if a member has risen and is addressing Council at 11 o'clock, the chairman shall as soon as the member resumes his seat call the attention of Council to the time and if Council thereupon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated, as the case may be, notwithstanding that it is later than 11 o'clock.
- 11.7 When a regular or special meeting of Council is adjourned:
- 11.7.1 in order to terminate the debate on a certain subject; or
  - 11.7.2 because the business on the agenda has been completed it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.
- 11.8 Subject to the provisions of section 11.7 Council may, by a two-thirds majority of the members present at any regular or special meeting, decide to hold a special meeting at any time and place as it deems fit.
- 11.9 Except in the case of a special meeting determined at another special meeting or at a regular meeting of Council and subject to the provisions of section 12.3 the City Clerk shall cause to be delivered, to each member and officer at their residence or place of business so that they receive it at least twenty-four hours before the time of the special meeting, a notice of the special meeting indicating the business or matter which shall be discussed thereat.

12. SPECIAL MEETING

- 12.1 The mayor may, whenever he considers it expedient to do so, summon a special meeting at such time as he deems fit by a notice in writing given at least twenty-four hours prior to the meeting and indicating in general terms the business to be transacted thereat.
- 12.2 If it appears to the mayor that any of the matters included in the agenda for a Council meeting which were not disposed of by the meeting prior to the adjournment thereof are of an urgent nature which require action before the next regular meeting he shall call pursuant to the provisions of section 43 of the Act a special meeting of Council to deal with such matters.
- 12.3 When requested by a majority of Council in writing, the mayor shall summon a special meeting at such time as the request of Council shall indicate and shall notify all the members of Council at least twenty-four hours prior to the meeting, by a notice which shall indicate:
- 12.3.1 that the meeting has been called at the request of the members; and
- 12.3.2 the business to be transacted thereat.
- 12.4 Notwithstanding the provisions of subsections 12.1, 12.2 and 12.3, the mayor shall call a special meeting of Council upon such shorter notice, either oral or written, as he considers sufficient if at least two-thirds of all the members holding office give their consent in writing to such notice prior to the commencement of the meeting.

13. CITY CLERK SUMMONS SPECIAL MEETING

When the mayor, the deputy mayor and acting mayor, through illness, absence or other cause, are unable or unwilling to perform the duties of the office, the City Clerk, upon receiving a written request from and signed by the majority of the members, shall summons a special meeting of Council.

14. LEGAL HOLIDAYS

When the day fixed for a meeting of the Council falls upon a legal holiday, such meeting of Council shall be held upon the next day following which is not a legal holiday.

15. POSTPONING MEETINGS

- 15.1 The mayor may, whenever he considers it expedient to do so, upon giving each member at least two clear days written notice, postpone any regular meeting of Council.
- 15.2 Each notice postponing a regular meeting shall give the reasons and name the time and day and place the postponed regular meeting shall be held.

- 15.3 Any delegation named in the agenda as planning to appear before Council at the meeting shall be given a notice of its postponement and of the new time and day upon which it will be held.
- 15.4 All proceedings at the postponed regular meeting shall be considered in the same manner as if it had been the regular meeting.

16. AGENDA FOR COUNCIL MEETINGS

- 16.1 The City Clerk shall prepare an agenda to be known as the Order of Business for every regular and special meeting of Council, which agenda shall set forth all matters of business to come before the Council at that meeting.
- 16.2 The business of the Council intended to be taken up will be stated in the agenda in the following order:
- 16.2.1 Adoption of the Minutes;
  - 16.2.2 Hearing delegations and/or Public Hearings (not more than two spokesmen for each delegation);
  - 16.2.3 Presentation and reading (if requested) of communications and petitions and referrals by Council to the board or appropriate committee;
  - 16.2.4 Presentation and consideration of reports from the board and standing or special committees according to the date of appointment thereof;
  - 16.2.5 Unfinished business;
  - 16.2.6 The second and/or third reading of bylaws;
  - 16.2.7 Consideration of business of which notice has been given at a previous meeting;
  - 16.2.8 The first, second and third reading of bylaws, with consideration of the bylaw in committee of the whole after second reading;
  - 16.2.9 Notice of Motion and new business.
- 16.3 All material for inclusion in the agenda shall be in the hands of the City Clerk not later than 4:30 o'clock in the afternoon of the Thursday immediately preceding the Monday on which the Council meeting is held for which the agenda is prepared.
- 16.4 Any individual, delegation or special interest group requesting to make a presentation at a Council meeting shall complete and submit a written application form to the City Clerk. The City Clerk, in consultation with the mayor, will establish procedures for determining when such applications will be referred to Council or a standing committee for consideration.
- 16.5 Unless Council shall, by a majority affirmative vote, direct otherwise, no material which has not been received by the City Clerk in time for the agenda shall be considered at the meeting for which the agenda is prepared.
- 16.6 The City Clerk shall cause the agenda to be prepared, copied, and

Amended by:  
Bylaw 4228  
Aug. 19, 2014

- 16.6.1 to be delivered or mailed to each member and officer at his residence or place of business within the City so that it reaches its destination not later than forty-eight (48) hours before the holding of the regular meeting;
  - 16.6.2 to be distributed to all those other City officials and heads of departments who are entitled to receive copies.
- 16.7 The City Clerk, in putting together copies of the agenda, may, in addition to placing the item on the agenda, insert immediately following the first appearance of the item, a copy of any document dealing with the same subject matter although said item may appear in any subsequent portion of the agenda.

17. COMMENCEMENT OF COUNCIL MEETING

- 17.1 If there are not sufficient members assembled at any meeting to constitute a quorum within half an hour from the time of commencement of the meeting, the City Clerk shall record the names of all the members present at that time and unless a special meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next regular meeting.
- 17.2 When Council is unable to meet for want of a quorum the agenda delivered for the proposed meeting shall be considered at the next regular meeting prior to the consideration of the agenda for the subsequent meeting or at a special meeting called for that purpose.
- 17.3 If there are sufficient members present to constitute a quorum at the time set for the commencement of the meeting or as soon thereafter as a quorum is present, the mayor or in the absence of the mayor, the deputy mayor, or in the absence of both of them, the acting mayor shall take the chair and call the members to order.
- 17.4 The mayor, when present, shall preside at all meetings of Council.

18. CONTROL AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Subject to being overruled by a majority vote of members of Council, which vote shall be taken without debate, the chairman shall preside over the conduct of the meeting and:
  - 18.1.1 shall maintain order and preserve decorum of the meeting;
  - 18.1.2 shall decide points of order without debate or comment other than to state the rule governing;
  - 18.1.3 shall determine which member has a right to speak;
  - 18.1.4 shall ascertain that all members who wish to speak on a motion have spoken thereon and that the members are ready to vote by asking "Are you ready for the question?" and shall thereafter put the vote;
  - 18.1.5 shall rule when a motion is out of order; and
  - 18.1.6 may call a member to order.

- 18.2 When the chairman is called upon to decide a point of order or practice, the point shall be stated succinctly and without unnecessary comment, except to cite the rule or authority applicable to the case.
- 18.3 The chairman shall treat each question in a judicial spirit, but shall not take part in the debate of Council.
- 18.4 The chairman may, in his discretion, give explanations and recommendations or information within his knowledge from the chair in respect to the business being discussed before the meeting that he considers will better the finances, health, security, cleanliness, comfort, ornamentation and prosperity of the City.
- 18.5 The mayor or other presiding chairman may, in his discretion, step down from the chair for the purpose of taking part in the debate, in which case the deputy mayor, the acting mayor, or other member may be called by him to take the chair.
- 18.6 Subject to the Act or any other statute of Alberta as may be relevant, all questions before the Council shall be decided by majority of members present.
- 18.7 Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated. But an equality of votes on any bylaw or resolution shall not be interpreted so as to prevent any members from putting forth an amendment to said bylaw or an alternate resolution for Council's consideration and decision at the meeting then in progress.
- 18.8 The City Clerk shall, whenever a recorded vote is demanded by a member, record in the minutes the name of each member present and whether the member voted for or against the matter.

19. ADDRESSING COUNCIL

- 19.1 Every member or officer wishing to speak at Council shall address the chair and be recognized by the chairman before commencing to speak.
- 19.2 The chairman shall determine the order of speakers subject to appeal by a member.

20. CONDUCT OF MEMBERS

- 20.1 When a member is addressing the chair, every other member or officer shall remain quiet, shall not interrupt the speaker except on a point of order, and shall not carry on a private conversation.
- 20.2 When a member or officer of Council is addressing Council he shall:
  - 20.2.1 not shout or immoderately raise his voice, or use profane, vulgar or offensive language;
  - 20.2.2 not speak on matters other than the matter then before Council;
  - 20.2.3 obey the rules of procedure of the Council;

- 20.2.4 not comment on the person or any member of Council; and
- 20.2.5 not speak disrespectfully of her Majesty the Queen, her representatives or her government.

- 20.3 If any member or officer acts contrary to subsection 20.2 he shall be immediately admonished by the chairman.
- 20.4 When a member or officer has been admonished by the chairman, the City Clerk shall record the same in the minutes of the meeting of Council.
- 20.5 If any member or officer acts contrary to subsection 20.2 for a second or more times in a meeting of Council he shall, on the order of the chair, be excluded from the Council meeting and the council chambers.
- 20.6 Council may then proceed to a private session of the committee of the whole to consider the excluded member or officer.
- 20.7 If the excluded member or officer should adequately apologize to Council, he may, by a majority vote of the remaining members, be permitted to forthwith take his seat.
- 20.8 No exclusion of a member shall be for more than the meeting in progress.
- 20.9 A member or officer called to order by the chairman shall immediately cease speaking, but may afterwards explain his position in making the remark for which he was called to order.
- 20.10 The decision of the chairman shall be final, unless the member called to order appeals to Council.
- 20.11 Upon a matter of order being appealed in Council, it shall decide the matter without debate.
- 20.12 Where a member or officer wishes to leave the Council chambers while a meeting of Council is in progress, he shall raise his hand and await the silent acknowledgement of the chairman before leaving his place.
- 20.13 No member shall leave the council chambers after a question is put to vote, until the vote is taken.

21. MEMBERS OF PUBLIC

- 21.1 Until he obtains permission from the chairman, no person not a member or officer of the Council shall address Council.
- 21.2 Members of the public who constitute the audience in the council chambers during a Council meeting shall maintain order and quiet and shall not applaud or otherwise interrupt any speech or action of the members of Council.
- 21.3 The chair may direct that any person in the audience who creates any disturbance during a meeting to leave the council chambers immediately,

and if that person does not forthwith leave, may cause to have him removed.

22. MATTERS OF PRIVILEGE

- 22.1 When a member desires to address the Council upon a matter that concerns the rights and privileges of the Council collectively or of himself as a member thereof, he shall be permitted to raise such matter of privilege, and a matter of privilege shall take precedence over other matters.
- 22.2 After the member has stated the point of privilege, the chair shall rule whether or not the matter raised is deemed to be a point of privilege.
- 22.3 Where the chair has ruled that a matter raised is a matter of privilege, the member raising the same may speak on it but there shall be no debate on the matter unless a motion is put to Council.
- 22.4 If the question of privilege concerns a situation, circumstance, or event which arose between meetings of Council, the member bringing the matter before Council shall do so immediately after the adoption of the minutes of the previous meeting.

23. POINT OF ORDER

- 23.1 A member of Council may raise a point of order when he believes that a rule of usage of Council has been violated by a motion or in a speech by another member or officer.
- 23.2 The member raising the point of order shall address the chairman with the words "I rise on a point of order", whereupon the chair will reply "Please state your point of order".
- 23.3 Upon being requested by the chairman to state his point of order, the objecting member shall give a clear succinct account on the point at issue, and shall not deal with or raise other matters.
- 23.4 The chairman may request the advice of Council on the point of order but shall himself decide the point of order raised.

24. APPEAL

- 24.1 The decision of the chairman may be appealed to Council by the member raising the point of order stating "I appeal from the decision of the chair".
- 24.2 Upon the decision of the chair being appealed, the chairman shall give the terms of this decision and the point of appeal, and put the question to Council stating "The question is now, shall the decision of the chair stand as the judgment of this meeting?"

- 24.3 The question shall be decided by majority vote of members present without debate.
- 24.4 A member may rise to a question of order or privilege at any time but shall not move on adjournment of the meeting or of the debate under cover of such question.

25. ORDER OF BUSINESS

- 25.1 Subject to the other provisions of this section, the order of business for the meeting shall be as contained in the agenda for the meeting.
- 25.2 If an alteration of the order of business is desired for the convenience of the meeting, Council may, by a majority vote, make any such alteration of the order of the business but shall not in so doing delete any portion of the business which is set out in the agenda.
- 25.3 Notwithstanding the order of business set out in the agenda, other than bylaws, where the same subject matter appears in more than one place in the same agenda, unless Council by resolution otherwise determines, Council may deal with all items on the agenda related to said subject matter at the time of the first appearance of the subject matter on the agenda.

26. INQUIRY

- 26.1 Any member requiring information may make an inquiry to the committee chairman or to the commissioner of the department involved and that person shall, subject to subsection 26.3, supply the necessary information, within a reasonable time.
- 26.2 Unless an inquiry from an alderman specifies that he wishes the inquiry and the answer thereto to appear on a subsequent Council agenda, the committee chairman or the City Clerk shall send or give the answer directly to the member making the inquiry and neither the inquiry nor the answer shall appear on the Council agenda.
- 26.3 Where a member's inquiry involves a written answer and it appears to the committee chairman, the commissioner or the City Clerk that a cost to the City will be incurred by reason of:
  - 26.3.1 time of City employees which must be taken from performance of their regular duties or overtime which must be worked;
  - 26.3.2 the need to hire additional employees; or
  - 26.3.3 the necessity of obtaining and paying for the information from other than City employees;

and no appropriation has been made for such expenditure in the budget of any department, the committee chairman, the commissioner or the City Clerk shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the inquiry unless

and until Council directs that the inquiry shall be made and provides for the payment of the costs.

- 26.4 Notwithstanding anything less contained in this section or elsewhere in this bylaw, the subject matter of the inquiry is not debatable until the reply thereto has been made or presented to Council.
- 26.5 Notwithstanding the other provisions of this section a member wishing to obtain information or to make an inquiry may instead of following the procedure hereinbefore set forth, reduce the inquiry to writing and forward the same to the City Clerk with the request that it be discussed with the Mayor.
- 26.6 On receipt of the inquiry and the request, the City Clerk shall discuss the inquiry with the Mayor as requested, who may:
- 26.6.1 refer the inquiry to the board or the appropriate committee; or
  - 26.6.2 refer the inquiry to the commissioner of the department involved for a report to be made either:
    - (i) to the commissioner's committee; or
    - (ii) to Council; or
    - (iii) directly to the member who made the inquiry.

## 27. MINUTES OF THE PREVIOUS MEETING

- 27.1 Unless requested by a majority of the members, the minutes of the previous meeting shall not be read aloud.
- 27.2 The chairman shall present the minutes to the Council to determine whether there are any objections or any motion to amend and shall forthwith, or after corrections or changes (if any) declare the minutes adopted and sign them.
- 27.3 If there are any corrections or if a majority of the members deem any corrections to be necessary for the accuracy of the minutes it or they shall be incorporated therein.
- 27.4 The City Clerk shall cause the minutes of each Council meeting to be prepared, copied and distributed to each member and officer for the next regular meeting.

## 28. COMMUNICATIONS AND PETITIONS

- 28.1 Where a person wishes to bring any matter to the attention of Council or to have any matter considered by Council, he shall address a letter or other communication to the Council which letter or other communication shall:
- 28.1.1 be typewritten or legibly written;
  - 28.1.2 be signed by the correct name of the writer;
  - 28.1.3 contain the full mailing address of the writer; and
  - 28.1.4 indicate if the writer wishes to address Council on the matter or to answer questions in relation to the communication.

- 28.2 A group of persons which wishes to present to Council a petition on any matter within the jurisdiction shall cause the petition to be prepared, which shall:
- 28.2.1 be printed, typewritten, or legibly written;
  - 28.2.2 clearly set out the matter at issue and the request made of Council in respect thereof;
  - 28.2.3 indicate in the petition if a representative wishes to address Council on the subject matter of the petition;
  - 28.2.4 be signed by at least two persons; and
  - 28.2.5 set out the civic address of each petitioner.
- 28.3 Where a communication intended for Council is received, the City Clerk shall cause copies thereof to be duplicated and sent to each member and officer, other than communications which are received for information and courtesy only.
- 28.4 Except for reports made to Council by a member or member attending a meeting, acting on a committee, board or commission, or investigating a matter for or on behalf of Council, members shall not present matters for consideration of Council by submitting letters for inclusion in the agenda, but shall do so by written inquiry or by notice of motion.

29. PERSON WISHING TO ADDRESS COUNCIL

- 29.1 If a representative of any group of persons wishes to address Council on a general matter which is not on the agenda, Council may on a majority affirmative vote allow the representative or any other person to address it.
- 29.2 Unless:
- 29.2.1 an applicable statute or other overriding law in force in the Province of Alberta requires a time longer than five minutes be allowed; or
  - 29.2.2 the time is extended by a majority vote of Council
- no person shall address Council for more than five minutes, and no more than two spokesmen shall be heard on behalf of any one delegation and the time allowed for addressing Council on behalf of any one delegation shall not exceed ten minutes, exclusive of the time required to answer questions of Council.

30. PUBLIC HEARINGS

- 30.1 A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall, subject to the applicable statute in respect to manner of notice, and the method of holding the hearing, be drawn up in accordance with the provisions of this section.
- 30.2 Any person who claims that he will be affected by the subject matter of the public hearings shall be afforded an opportunity to be heard by the Council either by himself or his agent.

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- 30.3 At the time called for the public hearing the chair shall state the matter to be considered at the hearing.
- 30.4 If no written submissions relating to the public hearing have been received by the City Clerk the chair shall:
- 30.4.1 ask three times the public present at Council if there be any person present who wishes to make an oral submission to Council pertaining to the matter of the public hearing;
  - 30.4.2 if there be a person or persons present who desires to make an oral presentation, request the wish of Council to allow the submission to be made;
  - 30.4.3 allow, if Council approves, that person or persons to make his submission;
  - 30.4.4 prior to the presentation if any, state the rules of procedure;
  - 30.4.5 if no person or persons present desires to make an oral submission, declare the public hearing closed and proceed to other matters before Council.
- 30.5 If written submissions have been made in respect to the proposed public hearing, the chairman shall inform Council of the numbers, the nature of written submissions and the numbers in favour of and opposed to the subject matter of the public hearing.
- 30.6 Where written submissions have been filed for a public hearing the chairman shall inquire of the public present if there be any person or persons who failed to make a written submission but now desires to make oral representation.
- 30.7 Any person or persons desiring to make an oral representation to the public hearing will stand, and upon being recognized by the chairman shall state his name and the purpose of his submission.
- 30.8 The chairman shall present to Council each name separately for its consideration, approval or rejection of the right to be heard.
- 30.9 If Council, by a majority vote of members approves, the City Clerk shall add the name of the approved person to the list of persons to make representation to the public hearing.
- 30.10 Prior to the commencement of a public hearing and subject to an applicable statute or other overriding law in force in the Province of Alberta requiring a time longer than specified, the chairman shall inform those present of the following procedure which shall be followed in hearing the respective submissions, namely:
- 30.10.1 each person who is in favour of the proposal before Council and has filed a submission in writing, shall be given five minutes to make representation before Council, exclusive of the time required to answer questions put to him by the Council;
  - 30.10.2 each person who is in favour of the proposal before Council and who has not filed a written submission shall be given five minutes to make representation before Council in the order on

- the list of the City Clerk exclusive of the time required to answer questions put to him by Council;
- 30.10.3 each representation which is opposed to the proposal before Council and which has been filed in writing shall be given an additional five minutes in order to make an oral expansion or clarification of the written submission, exclusive of the time required to answer questions put to him by Council;
- 30.10.4 each person who is opposed to the proposal before Council but has not filed a written submission shall, in the order on the list of the City Clerk, be allowed five minutes to make representation, exclusive of the time required to answer questions put to him by the Council;
- 30.10.5 the chairman shall then ask Council if any member has questions of those making submission. Council members may not debate the issue before Council;
- 30.10.6 the chairman shall then allow any person who has made submission to Council to ask any questions of any other who has made submission. In no case shall the chairman permit debate to occur, neither shall he permit debate in the form of extended questioning;
- 30.10.7 the chairman shall then allow any person who has made written submission a period of five minutes to rebut any points that he wishes or to introduce any new material to the hearing. In no case shall he allow reiteration of arguments already made;
- 30.10.8 decisions of the chairman may be appealed by any person present and shall be decided by a majority of Council members present.

30.11 An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make written submission, and further there shall be printed copies of the same available to those in attendance at the hearing.

Amended by:  
Bylaw 2701  
Apr. 5, 1993

30.12 Repealed.

### 31. MOTIONS IN COUNCIL

- 31.1 Unless he has given notice at a previous regular meeting of Council or has presented to the office of the City Clerk a typed or neatly written notice of motion by twelve o'clock noon of the Friday preceding a regular meeting of Council, a member shall not make a motion introducing a new matter for consideration of Council.
- 31.2 Subsection 31.1 shall not be construed as preventing a motion on any subject matter discussed or dealt with pursuant to an item appearing on the agenda for the meetings at which it is discussed or preventing a motion on a question of privilege.
- 31.3 Notwithstanding subsection 31.1 Council may on two-thirds vote waive the requirements for notice contained in this section.

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- 31.4 A notice of motion and the substance thereof shall be in writing and shall be presented at a regular meeting of Council and shall be placed on the agenda for the next regular meeting.
- 31.5 If the motion is one for which no notice is required or if Council has waived the requirement for notice pursuant to subsection 31.3, either the member making the motion or the City Clerk shall reduce the motion to writing before it is considered by Council.
- 31.6 Unless it is in committee of the whole, Council shall not consider any oral motion until it has been seconded.
- 31.7 Unless the motion has appeared in the agenda, the chairman or City Clerk shall read the motion aloud after it has been seconded.
- 31.8 After a motion has been properly presented it is the property of Council and may not be withdrawn without the consent of the majority of Council.
- 31.9 Before the motion has been put and voted on, Council may give permission to withdraw the motion.
- 31.10 Except as elsewhere specifically provided in this Bylaw, the following motions are debatable by Council:
- 31.10.1 a motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated;
  - 31.10.2 a motion concerning any question, matter, subject or thing tabled sine die from a previous meeting of Council or tabled for a meeting at which it is discussed;
  - 31.10.3 a motion for concurrence in, rejection of, referral back or further consideration of a report to Council or a motion arising out of any matter dealt with in a report to Council;
  - 31.10.4 a motion for the second reading of a bylaw;
  - 31.10.5 a motion for appointment of a committee, dismissal of a committee, or for referral to a committee of any matter which is before Council;
  - 31.10.6 a motion for the Council to go into committee of the whole;
  - 31.10.7 a motion for amendment to any bylaw properly before Council or any matter arising directly out of any bylaw properly before Council;
  - 31.10.8 such other motion made upon routine proceedings as may be required for the observance of the proprieties of the Council, the maintenance of its authority, the appointment or conduct of its officers, the management of its business, the arrangements of its proceedings, the correctness of its records, the fixing of its sittings or the days and times of its sittings or the time of the meeting or adjournment.
- 31.11 When a motion has been properly presented and is being considered by Council, no member may make any other motion except:
- 31.11.1 a motion to refer the main question to some other person or group for consideration;

- 31.11.2 a motion to amend the main question or an amendment to it;
- 31.11.3 a motion to table the main question;
- 31.11.4 a motion to postpone the main question until some future time;
- 31.11.5 a motion to adjourn the meeting.

31.12 A motion to table a matter shall not be debated except as to the time when the matter will again be considered.

31.13 Where there is a board or committee appointed for the purpose, a City department normally dealing with the subject matter of a motion or a City official who would normally deal with such matters, Council may refer the question before it to the City Clerk who shall have the appropriate board, committee, department or official deal with the matter.

31.14 When a reference motion has been made no member may make an amendment to the main question or enter into any debate on the main question unless the reference motion has been decided in the negative.

31.15 A member who is moving a reference motion may include in the motion:

- 31.15.1 the terms on which the motion is being referred;
- 31.15.2 the time when the reference is returnable; and
- 31.15.3 whatever explanation is necessary as to the purpose of the motion.

## 32. MOTIONS CONTAINING DISTINCT PROPOSITIONS

32.1 A motion containing several distinct propositions is not out of order for that reason alone;

32.2 Where a motion contains two or more propositions:

- 32.2.1 if a majority of Council so requires; or
- 32.2.2 if the mayor or other officer presiding so orders;

Council shall vote on each proposition separately.

## 33. AMENDMENTS

33.1 Notwithstanding anything elsewhere herein contained, no amendment shall be made to:

- 33.1.1 a motion to refer a question to some other person or body for consideration;
- 33.1.2 a motion to table a question;
- 33.1.3 a motion to postpone discussion on a matter to a stated time;
- 33.1.4 a motion to adjourn a meeting; or
- 33.1.5 a motion for the first reading of a bylaw.

33.2 While a motion is under discussion by Council a member may not move:

- 33.2.1 an amendment which does not relate to the subject matter of the principal motion;
- 33.2.2 an amendment directly contrary to the principal motion;
- 33.2.3 a sub-amendment (amendment to the amendment) which enlarges the scope of the amendment.

33.3 Where an amendment has been moved to a motion which is under discussion, an amendment to the amendment may be moved but no further amendment may be moved to the amendment or to the principal question until after the sub-amendment is voted upon.

33.4 A member who moved or seconded a motion may not move or second an amendment to it.

33.5 The chairman shall not put the principal motion under debate until all amendments to it have been put and voted upon.

33.6 The chairman shall put amendments in the reverse order to which they have been moved.

33.7 When all amendments are voted upon the chairman shall put the principal motion incorporating therein any amendments already adopted.

34. MOTION OUT OF ORDER

34.1 When a motion is out of order the mayor or other presiding officer shall so advise the Council and shall cite the rule or authority applicable thereto.

34.2 Any member of Council may raise the question of whether or not a motion is in order.

35. DEBATE ON MOTION

35.1 No member shall speak more than once on the same item without the leave of Council, except that a member may speak;

35.1.1 in explanation of a material part of his speech which may have been misunderstood; or

35.1.2 in reply after everyone else wishing to speak has spoken, if he has presented the motion to Council;

35.1.3 a reply shall not be allowed to a member who has moved:

- (i) to extend the time of the meeting;
- (ii) to refer;
- (ii) to amend;
- (iv) to lay on the table;
- (v) to postpone indefinitely or to a day certain;
- (vi) to adjourn; or
- (ii) to move the previous question.

35.2 No member or officer without leave of Council shall speak to the same question or in reply for longer than five minutes.

- 35.3 A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
- 35.4 A member may ask questions of the City Clerk to obtain information relating to a report presented to Council or to any clause contained therein at the commencement of the debate on the report or on the clause.
- 35.5 When it is a member's turn to speak, before speaking he may ask questions of the City Clerk or any other municipal official present in order to obtain information relating to the report or clause in question and with the consent of the chairman, other members of Council may ask a question of the same municipal official or the City Clerk.
- 35.6 A member's question shall not be ironical, rhetorical, offensive, or contain epithet, innuendo, satire or ridicule, be trivial, vague or meaningless or contain questions and answers.
- 35.7 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- 35.8 When a member who has moved a motion closes the debate the chairman shall put the motion to a vote.
- 35.9 When the motion has been declared put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- 35.10 Unless the chairman is overruled by a majority vote of the members present at the Council meeting, he shall determine when a motion is to be put and his decision shall be final.

36. RECONSIDERING AND RESCINDING A MOTION

- 36.1 When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the agenda, he shall bring the matter before Council by a notice of motion which shall:
  - 36.1.1 be given at a regular meeting preceding the meeting at which he wishes Council to reconsider the matter;
  - 36.1.2 specify the meeting at which he proposes to bring the matter to Council; and
  - 36.1.3 indicate either in the preamble or in the substantive portion of the motion the action which he wishes to propose that Council shall take on the matter.
- 36.2 Unless:
  - 36.2.1 a notice of motion was given at a previous meeting that the matter would be raised at the meeting at which the member wishes to raise it; or

36.2.2 Council, by a vote of two-thirds of the members present and voting thereon, waives the requirement for the notice;

no member shall make a motion on any matter which does not appear in the agenda for the meeting then in session and on which Council passed a motion at a previous meeting.

36.3 When Council wishes to reconsider any action taken or the subject matter of any motion passed at the same meeting, a member may move to reconsider the matter and if a majority of the members of Council vote for the reconsideration, the matter may again be dealt with at the same meeting.

Amended by:  
Bylaw 4228  
Aug. 19, 2014

36.4 Where a matter in which Council has made a previous motion or taken a previous action is properly before Council in accordance with this section 36:

36.4.1 if less than 6 months has passed since date that the original motion or previous action was approved by Council, Council may, by a two-thirds majority vote, pass a motion which alters, rescinds or conflicts with the previous action taken or motion made; or

36.4.2 if 6 months or more have passed since the date that the original motion or previous action was approved by Council, Council may, by a simple majority vote, pass a motion which alters, rescinds or conflicts with the previous action taken or motion made;

without specifying that the previous motion or action taken is being altered or rescinded. Upon the passage of the new motion in accordance with subsection 36.4.1 or subsection 36.4.2, respectively, the provisions of the new motion shall override the provisions of any previous motion or action taken to the extent of any conflict with the new motion.

Amended by:  
Bylaw 4228  
Aug. 19, 2014

36.5 Rescinded

37. VOTING ON MOTIONS

37.1 Unless excused from voting by a resolution of a majority of Council or unless he is disqualified from voting by reason of a direct or indirect pecuniary interest, the mayor, when present, and each alderman present shall vote on every division of every motion before Council.

37.2 If notwithstanding the provisions of subsection 37.1 a member refuses or fails to vote on an issue he shall be deemed to have voted in the negative on the matter and shall be so recorded.

37.3 After the City Clerk has polled the members on a division and has announced the result of a vote on a motion, no member shall without the unanimous consent of the other members present change his vote.

37.4 Whenever a statute of the Province of Alberta, a regulation made thereunder or this or another bylaw of the City requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.

37.5 Where:

37.5.1 a member requires for the record that a vote be taken on division;

37.5.2 more than two members dissent to a motion which is put to a vote; or

37.5.3 the chairman of the meeting directs that a vote to be taken on division;

the City Clerk shall poll the members present and shall record each member voting for the motion and each member voting against it.

37.6 When a vote is taken on division each member shall vote separately but in every other case the decision of Council may be expressed by a show of hands.

38. MOTION TO ADJOURN

38.1 Subject to the provisions of subsection 37.2 a member may move a motion to adjourn the meeting at any time.

38.2 No member shall move that the meeting adjourn when:

38.2.1 another member is in possession of the floor;

38.2.2 a call for a division has been made;

38.2.3 the members are voting;

38.2.4 Council is in the committee of the whole; or

38.2.5 a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.

38.3 A motion to adjourn shall be put without comment or debate.

39. COMMITTEE OF THE WHOLE

39.1 Whenever it shall be moved and carried that the Council shall go into the committee of the whole the presiding officer shall be the chairman thereof and shall:

39.1.1 maintain order in the committee of the whole; and

39.1.2 appoint the member who will report the proceedings of the committee of the whole.

39.2 Previous to discussion in any proposed bylaw or of any report in committee of the whole the same may be read out by the City Clerk, who on request of any member, shall repeat the reading of any clause or clauses therein, as may be desired by such member.

- 39.3 No motion or bylaw or report of a committee shall be discussed in committee of the whole, unless such motion or bylaw or report has been previously prepared and placed in the hands of the members, except it shall be otherwise permitted by the consent of two-thirds of the members present, without debate.
- 40.1 Subject to the provisions of subsection 40.2 the rules of order for the conduct of a meeting of Council shall apply to a meeting of the committee of the whole.
- 40.2 Notwithstanding the provisions of subsection 40.1 when Council is in the committee of the whole:
- 40.2.1 it shall not be necessary for a motion to be seconded; and
  - 40.2.2 a member may speak more than once to any question.
- 41.1 When Council is in committee of the whole, a member, at any time, may move that the committee rise and report, which motion is not debatable.
- 41.2 A member, at any time, may move that the committee of the whole rise without reporting, which motion is debatable and takes precedence over any other motion.
- 41.3 Notwithstanding subsection 41.2 when the committee of the whole deems it necessary to suspend its meeting for any reason before the matter referred to it has been decided but desires to continue debate on the matter at a later time, it may by resolution decide that the committee of the whole shall rise but that the matter should be tabled until such time as Council shall determine.
- 41.4 When Council sitting as committee of the whole resolves to rise without reporting, the mayor shall resume the chair and shall proceed with the next item of business.
42. BYLAWS
- 42.1 Where Council, the board or a committee approves the principle of the subject matter of a proposed bylaw, it shall refer the matter with instructions for preparation of the bylaw to:
- 42.1.1 a standing or special committee; or
  - 42.1.2 the City Solicitor.
- 42.2 Unless and until the bylaw is approved by the City Solicitor as to form, phraseology and legal validity, the board or committee to which a bylaw is referred to preparation shall not submit the bylaw to Council in final form for enactment.
- 43.1 Where a bylaw is presented to Council for enactment the City Clerk shall cause the short title of the bylaw to appear in the agenda in the appropriate place.
- 43.2 Unless a letter or report forwarding the bylaw for enactment by Council adequately sets out the substance of the bylaw the City Clerk shall cause the bylaw to be copied in full and forwarded to the members of Council with the agenda.

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- 44.1 Every bylaw shall have three readings.
- 44.2 Unless the Act, some other provincial statute or a City bylaw requires a greater majority, a bylaw shall be passed when a majority of the members present and voting on the third reading vote in favour of the bylaw.
- 45.1 A bylaw shall be introduced for its first reading by the motion that the bylaw specifying its short title be read a first time.
- 45.2 Where a bylaw which is introduced for a first reading is not copied or delivered with the agenda, the City Clerk, if a member requests, shall read the bylaw aloud at length but otherwise only the title of the bylaw shall be read aloud.
- 45.3 Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- 45.4 If a member does not elaborate on the subject matter of the bylaw or phrase his question so as to set out his opinion for or against the bylaw, notwithstanding the provisions of subsection 45.3, he may ask a question or questions concerning the bylaw.
- 46.1 A bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the short title of the bylaw.
- 46.2 After a member has made the motion for the second reading of the bylaw, Council may:
- 46.2.1 debate the substance of the bylaw, and
  - 46.2.2 propose and consider amendments to the bylaw.
- 46.3 A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
- 47.1 Where a bylaw is on an important or an involved matter, Council may after the first reading thereof go into the committee of the whole to debate the bylaw. All amendments made in committee of the whole shall be reported by the chairman to the Council, who shall receive the same forthwith.
- 47.2 After a motion has been made for a second reading of a bylaw or after the Council has gone into a committee of the whole to debate the second reading of the bylaw, a member may require all or any portion of the bylaw to be read at length.
- 47.3 The City Clerk shall be responsible for keeping a record of:
- 47.3.1 any amendments to the bylaw passed by Council; and
  - 47.3.2 amendments reported by the committee of the whole.
- 47.4 When all amendments have been accepted or rejected the motion for second reading of the bylaw as amended shall be put.
- 48.1 A motion for the third reading of a bylaw shall give the short title of the bylaw.

- 48.2 It shall not be necessary to read the bylaw aloud for the third reading.
- 48.3 Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- 48.4 If a Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings the third reading requires no greater majority of affirmative votes to pass the bylaw than if it had received a third reading at a subsequent meeting.
- 49.1 After Council votes affirmatively for a third reading of a bylaw, it:
  - 49.1.1 becomes a municipal enactment of the City; and
  - 49.1.2 is effective immediately unless the bylaw provides otherwise.
- 49.2 After passage, a bylaw shall be signed by the mayor or by a member presiding at the meeting at which it was passed and by the City Clerk and shall be embossed with the corporate seal of the City.

Amended by:  
Bylaw 2701  
Apr. 5, 1993

50. Repealed.

51. BYLAW SUBMITTED TO THE ELECTORATE

- 51.1 Unless there is a provincial statutory provision requiring it to be submitted at a different time and subject to subsection 51.2, Council shall submit a bylaw which is to be submitted to the electorate for voting:
  - 51.1.1 after it has received its second reading by Council; and
  - 51.1.2 at the time of the next annual City election.
- 51.2 Notwithstanding the provisions of subsection 51.1, the bylaw may be submitted before the next annual City election, if:
  - 51.2.1 it is a money bylaw; or
  - 51.2.2 it is for an expenditure required for a project which must be paid for prior to the next annual election; or
  - 51.2.3 Council, by vote of two-thirds of the members, deems for some other sufficient reason that the bylaw should be submitted earlier.
- 51.3 When:
  - 51.3.1 a bylaw which is to be submitted to the electorate has been read a second time as provided in subsection 51.1; or
  - 51.3.2 a resolution has been passed directing a matter to be submitted to the electorate and determining the manner in which it is to be submitted

it shall not again be debated in Council before the electorate has voted on it.

52. COMMITTEES

52.1 The mayor may appoint such standing and special committees as deemed necessary or expedient for the orderly and efficient handling of the affairs of the City and may at the same or another time:

- 52.1.1 establish generally or in detail the duties and responsibilities;
- 52.1.2 the composition; and
- 52.1.3 the duration

of a committee so established.

53.1 Any member of the Council may be placed on a committee notwithstanding the absence of such member at the time of his being named upon such committee.

53.2 The first named member on any committee shall be chairman, and the second named member, if any, shall be vice-chairman.

53.3 The mayor shall ex officio be a member of all committees and be entitled to vote at all meetings thereof.

53.4 Meetings of committees may be called by the chairman whenever he shall consider it necessary to do so.

53.5 A majority of the members of the committee may by written request require the chairman to call a meeting and it shall be the duty of the chairman, or in his absence from the City, the duty of the vice-chairman or any secretary specially appointed to the committee, to call such meeting.

53.6 Members of Council may attend meetings of committees of which they are not members, but shall not take any part in any discussion or debate in such committee meeting, except by permission of a majority of the members of the committee present.

54. Any committee appointed by the mayor shall conduct its business under the following rules of procedure:

54.1 The secretary shall advise the mayor and each member of a committee of the time and place of regular meetings of that committee. Any change of the meeting time or place, or the calling of a special meeting shall be given to the mayor and to each member of a committee.

54.2 The chairman shall preside at every meeting and shall vote on all questions submitted, and in case of an equal division, the question shall be disposed of in the negative.

- 54.3 In the absence of the chairman, one of the other members shall be elected to preside who shall discharge all the duties of the chairman for the meeting, or until the arrival of the chairman.
- 54.4 The secretary shall attend all meetings of the committee and record the minutes and reports thereof.
- 54.5 When a consensus cannot be reached on a recommendation on any question, a vote may be taken and the names of those who vote for and those who vote against the question shall be entered upon the minutes, if any member shall request a recorded vote.
- 54.6 The minutes of all the transactions of every committee shall be accurately recorded, and after approval by the chairman, shall be submitted to Council for approval.
- 54.7 Any committee member shall have the right to submit a minority report.

55.1 The committee shall consider and report respectively on any and every matter referred to it by Council, the chairman signing any report and raising the matter before Council.

55.2 Where a tie vote results from a motion before any of the standing committees, such motion shall be referred to Council and shall, upon receipt by the Council, be deemed to be a motion before Council and shall be dealt with in the same manner as a motion that has been accepted by the chairman. This section shall apply to a main motion only, and any amendments thereto shall be disposed of in the negative in the event of a tie vote.

55.3 No action of any committee, unless power to take such action is expressly conferred on the committee, shall be binding on the City unless and until the same has been reported to Council by such committee, and such report has been adopted by the Council.

56. GENERAL RESPONSIBILITY OF ALL COMMITTEES

The general responsibility of any committee shall be to analyze all matters placed before it and indicate to Council by recommendation the ways and means of dealing with the said matters before it and to advise the course of action which in its considered opinion is necessary and expedient and shall include without limiting the said general responsibilities, any specific matters or responsibilities directed to it by Council.

Amended by:  
Bylaw 3739  
Sept. 6, 2006

57. STANDING COMMITTEES

Without limiting the generality of section 52, the following standing committees shall be appointed annually:

- 57.1 Administrative and Legislative Review Committee

- 57.2 Corporate Services Committee
- 57.3 Development and Infrastructure Committee
- 57.4 Public Services Committee.
- 57.5 Energy and Utilities Committee.
- 57.6 Audit Committee

Amended by:  
Bylaw 4316  
Aug. 5, 2015

Amended by:  
Bylaw 3821  
Nov. 6, 2007

Amended by:  
Bylaw 3821  
Nov. 6, 2007

Amended by:  
Bylaw 3761  
Nov. 21, 2006

Amended by:  
Bylaw 2701  
Apr. 5, 1993

Amended by:  
Bylaw 4316  
Aug. 5, 2015  
Amended by:  
Bylaw 4486  
May 8, 2018

Amended by:  
Bylaw 2701  
Apr. 5, 1993

Amended by:  
Bylaw 4316  
Aug. 5, 2015

Amended by:  
Bylaw 3739  
Sept. 6, 2006

- 58.1 Each of the standing committees referred to in section 57 shall consist of three (3) members of Council, one of whom shall be designated as chairman of the committee.
- 58.2 Repealed.
- 58.3 The mayor or deputy mayor may appoint any Council member to take the place of any member of a committee who is unable to attend a meeting of that committee.
- 59. The Administrative and Legislative Review Committee, in addition to any other duties referred to it by the Council, shall deal with matters relating to legislation, administration and organization referred to it by the Council.
- 60.1 The Corporate Services Committee, in addition to any other duties referred to it by the Council, shall deal with matters relating to finance, human resources, corporate asset management, information and computer services, and health, safety, environment and emergency management.
- 60.2 The Corporate Services Committee shall appoint one of its members as chairman of the grievance committee or committees established pursuant to the City's collective agreements.
- 61. The Development and Infrastructure Committee, in addition to any other duties referred to it by the Council, shall deal with matters relating to roads, airports, land and properties, business support, municipal engineering, business licensing, safety codes and administrative matters relating to the City's land use and planning responsibilities.
- 62. 62.1 The Audit Committee, in addition to any other duties referred to it by the Council, shall oversee the independent auditing of the City's financial performance.
- 62.2 Council may by resolution adopt terms of reference setting out in greater detail the functions of the Audit Committee.

62.3 The Audit Committee shall oversee the independent auditing of the City's financial performance in accordance with any terms of reference adopted by Council pursuant to section 62.2.

Amended by: 63. The Public Services Committee, in addition to any other duties referred to it by the Council, shall deal with matters relating to parks, cemeteries, culture, recreation, social development, public transit, senior services, fire services, disaster services, 9-1-1 and liaison with police and ambulance services.  
Bylaw 3674  
Nov. 7, 2005

Amended by: 64. The Energy and Utilities Committee, in addition to any other duties referred to it by the Council, shall deal with matters relating to electric generation, utility distribution systems, environmental utilities, utilities business development and support, and natural gas and petroleum resources.  
Bylaw 4316  
Aug. 5, 2015  
Amended by:  
Bylaw 4486  
May 8, 2018

Amended by: 65. In addition to the Standing Committees provided for herein there shall be a Board of Commissioners the membership, powers and duties of which are as detailed in Bylaw No. 2939, The Administrative Organization Bylaw.  
Bylaw 3674  
Nov. 7, 2005

66. REPEAL

66.1 Bylaw No. 1811 and all amendments thereto are hereby repealed.

66.2 In the event of any conflict between the provisions of this bylaw and any other bylaw of the City of Medicine Hat the provisions of this bylaw shall prevail.

66.3 This bylaw shall take effect on the day of the final reading thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED in Open Council this 31st day of January A.D. 1983.

I HEREBY CERTIFY that this is a true and correct copy of Bylaw No. 2270 consolidated pursuant to Section 69 of the *Municipal Government Act* to incorporate all subsequent amendments thereto, printed under the authority vested in me by the said Section 69 and by the City of Medicine Hat Bylaw No. 1957.

CERTIFIED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
ANGELA CRUICKSHANK  
MUNICIPAL SECRETARY AND CITY CLERK  
CITY OF MEDICINE HAT