

- (d) address *Members* for a maximum of five minutes per person, representative or group, unless the *Chair* allows a group to make their presentations one after the other without interruption; and
 - (e) not engage in argument with voting *Members*.
33. Individuals may, with the consent of the *Chair*, provide presentation material, to be included in the *Corporate Record* for the meeting. Noting *Council's* expectation of respectful meeting proceedings, *Council* or a *City BCC* may move to exclude from the *Corporate Record* any written submission deemed to be offensive, whether or not the submission is deemed to be of legal concern.
34. A person who is not a *Member* or an *Officer of Council*, must not enter the *Floor of Council*, unless permitted or invited to do so by the *Chair*.
35. The *Chair* may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled. The *Chair* may request security personnel to remove the person if required.

[MGA, s. 198]

D – Administration

Participation – Officers of Council

36. (1) The *City Manager* and the *City Solicitor and General Counsel* must attend all meetings of *Council*.
- (2) The *City Clerk* must attend all meetings of *Council* and *Council Committees* in keeping with the *City Clerk's* duties as set out in the *City Clerk Bylaw*, and is the parliamentary advisor for meetings of *Council* and *Council Committees* for the purpose of providing procedural advice to the *Chair*.

PART 5 – AGENDAS AND ORDER OF BUSINESS

A – Agendas

Agenda Setting

37. (1) The items on the agenda for a meeting of *Council* must be set by the *City Clerk* and the *Mayor* **six calendar days** prior to the meeting, unless the meeting was called with less notice than one week. In those cases, the agenda must be set as soon as possible after the notice of meeting is issued.
- (2) For *Regular* meetings of *Council* excluding *Public Hearing* meetings, the *Mayor* may defer *Officer of Council* reports, *Administration* reports and *Committee* reports (contained in the 'Items from Officers, Administration and Committees' agenda category), for a period of up to four weeks, or until the next meeting.
- (3) If a report is to be deferred in accordance with subsection (2), the *City Clerk* must be



notified by the *Mayor* in writing of the deferral no later than 24 hours after the deadline contained in section 42.

- (4) The *Mayor* may request that a report whose only recommendation is that "Council receive for information", be removed from the *Council consent agenda*.
38. The subject of the agenda for a *Special* meeting of *Council* is determined by the *Mayor* and the *City Clerk*, and must be described in general terms in the notice of the meeting.
39. The items on the agenda for a *Council Committee* must be set by the *City Clerk* one week prior to the meeting unless the meeting was called with less notice than one week. In those cases, the agenda must be set as soon as possible after the notice of meeting is issued.
40. The subject of the agenda for a *Special* meeting of *Council Committees* is determined by the *Chair* and the *City Clerk*, and must be described in general terms in the notice of the meeting.
41. Items placed on *Council* and *Council Committee* agendas must ordinarily follow the Order of Business as listed in sections 48 to 53.

Agenda Submission Deadlines

42. (1) Submissions from *Members of Council* for inclusion in a *Council* or a *Council Committee* agenda must be submitted to the *City Clerk* no later than **11:59 p.m.**, one week before the meeting. Submissions received after the deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.
- (2) Submissions from *Administration*, *Council Committees* and *Officers of Council* must be in accordance with administrative guidelines established by the *City Clerk*. Submissions received after the stated deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.
- (3) When the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be one business day later.

[/A, s. 22(1)]

Communications from Public

43. Written submissions from the public in response to advertised public hearing matters must be received no later than 12:00 p.m. (noon), one week before the meeting. Submissions must be in a form which can be reproduced in the written record of the meeting and may be transmitted to the *City Clerk* in accordance with methods listed in the advertisement for the public hearing. No written submissions from the public shall be accepted by the *City Clerk* after the deadline, but should a member of the public attend a public hearing to make a verbal presentation, a written submission may be accepted into the *Corporate Record*, with the permission of the *Chair*.
44. On receipt of a communication which does not pertain to an advertised public hearing matter, the *City Clerk* must refer the communication to *Council*, the appropriate *Council Committee* or *Administration* for a report or for a reply.
45. (1) Public hearing submissions and other communications from members of the public must: