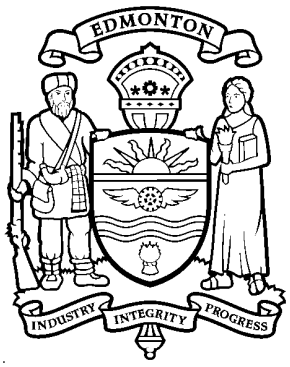


# CITY OF EDMONTON

# BYLAW 18156

# COUNCIL COMMITTEES BYLAW

# (CONSOLIDATED ON NOVEMBER 18, 2025)

# THE CITY OF EDMONTON
# BYLAW 18156
# COUNCIL COMMITTEES BYLAW

Edmonton City Council enacts:

## PART I - PURPOSE AND INTERPRETATION

**PURPOSE**

1 (1) The purpose of this bylaw is to prescribe the powers, duties, and functions of the City's council committees.

(2) This bylaw does not apply to the Community Standards and Licence Appeal Committee, Edmonton Police Commission, and any council committee that exists as a corporation.

(S.2 Bylaw 19875, October 18, 2021)

**DEFINITIONS**

2 (1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.

(2) In this bylaw:

(a) "**Chair**" means

i. for Council, the Mayor, or

ii. for a Standing Committee or Council Committee, the individual appointed as Chair, or co-Chair pursuant to this bylaw;

(S.2, Bylaw 20669, October 24, 2023)

(b) "**City**" means The City of Edmonton;

(c) "**City Administration Bylaw**" means the City's City Administration Bylaw, Bylaw 16620;

(d) "**City Manager**" means the City's chief administrative officer or delegate;

(e) "**Council**" means the City's council;

(f) "**Council Committee**" means a City council committee, but does not include a Standing Committee;

(g) "**Council Procedures Bylaw**" means the City's Council Procedures Bylaw, Bylaw 18155;

(h) "**Councillor**" means the City's councillors and includes the Mayor;

(i) "**FOIP head**" means the individual designated as head for the purposes of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;

(j) "**Mayor**" means the City's chief elected official;

(k) "**Municipal Government Act**" means the *Municipal Government Act*, RSA 2000, c M-26;

(l) **"Standing Committee**" means a City council committee designated in section 13 as a Standing Committee; and

(m) "**Vice-Chair**" means the individual appointed as vice-chair pursuant to this bylaw.

**RULES FOR INTERPRETATION**

3 The following interpretation rules apply to this bylaw:

(a) marginal notes and headings in this bylaw are for reference purposes only; and

(b) if there is a conflict or inconsistency between a bylaw establishing a Standing Committee or Council Committee and this bylaw, the establishing bylaw will prevail to the extent of the conflict or inconsistency.

## PART II - GENERAL COMMITTEE STRUCTURE

**ACCOUNTABILITY**

4 (1) All Standing Committees and Council Committees are accountable to Council.

(2) All Council Committees will report to Council at least annually.

(3) A Council Committee may provide reports or seek direction from Council at any time other than the annual report required by subsection (2) by reporting to the Standing Committee with the most similar mandate.

**MEMBERSHIP**

5 (1) Members of Standing Committees and Council Committees will

be appointed by Council.

(2) Unless otherwise stated in this bylaw, the Mayor will not be a member of a Council Committee.

(2.1) Members of Council Committees will be appointed for up to two-year terms.

(3) Council may revoke the appointment of any member of a Council Committee for any reason at any time.

(3.1) If a member of a Council Committee misses three consecutive meetings without first obtaining approval, by motion, for a leave of absence, the Council Committee may request that Council terminate that member's appointment to the Council Committee.

(3.2) If member's appointment is terminated pursuant to subsection (3.1), or if a member resigns prior to the expiry of their term, the City Manager may, if Council has approved a list of alternate members for that Council Committee, appoint an individual from the list of alternate members as a member of the Council Committee for the duration of the terminated member's term.

(4) Unless otherwise directed by Council, individuals appointed as members of Council Committees may serve for up to a maximum of eight consecutive years.

(5) Unless otherwise directed by Council, former members of a Council Committee may not be appointed to that Council Committee unless at least 2 years have passed since the former member last served on a Council Committee.

(S.3, S.4, Bylaw 19875, October 18, 2021)
(S.3-7, Bylaw 20669, October 24, 2023)
(S.4, Bylaw 20909, October 22, 2024)

**CHAIR & VICE-CHAIR**

6 (1) Unless otherwise stated in this bylaw, each Standing Committee must, at its first meeting after Council's organizational meeting each year, appoint a Chair and Vice-Chair from its members.

(2) At least once annually, each Council Committee must appoint a Chair and Vice-Chair, or two co-Chairs, from its members.

(S.8, Bylaw 20669, October 24, 2023)

(3) If any Standing Committee or Council Committee is unable to

appoint a Chair or Vice-Chair as required by this bylaw, or if Council does not approve of the appointment, Council will appoint the Chair or Vice-Chair.

(S.5, Bylaw 19875, October 18, 2021)

**CITY MANAGER SUPPORT** 7 (1) The City Manager will provide administrative and other support, including meeting facilities and equipment, to allow a Standing Committee or Council Committee to fulfill its mandate.

(2) The City Manager may appoint City employees to perform liaison functions between the City and a Council Committee.

**FOIP & RECORDS** 8 The City Manager will be the FOIP head and provide records management support for all Standing Committees and Council Committees.

(S.9, Bylaw 20669, October 24, 2023)

**MEETING PROCEDURES** 9 (1) All Standing Committees and Council Committees will follow the meeting procedures prescribed by the Council Procedures Bylaw.

(2) Where an applicable procedure prescribed by the Council Procedures Bylaw refers to a Councillor, that reference is deemed to refer to any member of a Council Committee.

**COUNCIL COMMITTEE WORK PLAN** 10 (1) At least annually, a Council Committee must approve a work plan that aligns with Council's strategic objectives and the Council Committee's mandate, including a reporting of what resources were provided in the previous year and the anticipated resource requirements for the upcoming year.

(2) During its annual report to Council required by section 4(2), a Council Committee must present the work plan required by subsection (1) as well as a summary of the status of the previous year's work plan.

(S.10-11, Bylaw 20669, October 24, 2023)

**ROLE OF THE COUNCIL COMMITTEE CHAIR** 11 In addition to duties prescribed by the Council Procedures Bylaw, the Chair will perform the following duties for a Council Committee:

(a) if requested by Council, provide recommendations regarding the re-appointment of members of a Council Committee;

(b) assist the City Manager to prepare the budget for the Council Committee;

(c) prepare the Council Committee's annual work plan for approval by the Council Committee;

(d) attend Council on behalf of the Council Committee as required; and

(e) speak publicly about matters within the Council Committee's mandate.

(S.9, Bylaw 20073, June 13, 2022)

**COUNCIL COMMITTEE SUB-COMMITTEES**

12 (1) If approved to do so by Council, a Council Committee may establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Council Committee.

(2) Subcommittees established by Council Committees must follow the meeting procedures prescribed by the Municipal Government Act and the Council Procedures Bylaw.

(3) A Council Committee cannot delegate any of its authorities to a subcommittee.

(S.6, S.7, S.8, Bylaw 19875, October 18, 2021)
(S.12, Bylaw 20669, October 24, 2023)

## PART III - STANDING COMMITTEES

**STANDING COMMITTEES**

13 The following Council Committees are designated as Standing Committees:

(a) Agenda Review Committee;

(b) Audit Committee;

(c) City Manager and City Auditor Performance Evaluation Committee;

(d) Community and Public Services Committee;

(e) Council Services Committee;

(e.1) Emergency Advisory Committee; (S.20a. Bylaw 19091, February 3, 2020)

(f) Executive Committee;

(g) Infrastructure Committee;

(h) Urban Planning Committee; and

(i) Utility Committee.

(S.7, Bylaw 19874, December 06, 2021)
(S.2, Bylaw 21120, April 08, 2025)

**COUNCILLOR MEMBERSHIP**

14 (1) In this section, "Councillor" does not include the Mayor.

(2) At each inaugural organizational meeting, Council will appoint Councillors for 16-month terms to each of:

(a) Community and Public Services Committee;

(b) Executive Committee; and

(c) Urban Planning Committee.

(3) The appointments required by subsection (2) must ensure each committee has four Councillor members at all times and must allow each Councillor to serve one, 16-month term on each committee during their term of office.

(4) At each inaugural organizational meeting, Council will appoint four Councillors for the length of their term of office as members of Audit Committee.

(4.1) At each inaugural organizational meeting, Council will appoint five Councillors for the length of their term of office to form the membership of Infrastructure Committee and Utility Committee.

(5) At each inaugural organizational meeting, Council will appoint three Councillors for the length of their term of office to form the membership of City Manager and City Auditor Performance Evaluation Committee.

(6) Councillors that are not members of a Standing Committee may attend any meeting of that Standing Committee, but, subject to

sections 17 and 22.3(2), may not vote or make motions, and will not be counted towards quorum.

(S.2, S.3Bylaw 19211, February 19, 2020)
(S.8, Bylaw 19874, December 06, 2021)
(S.2, Bylaw 20589, August 22, 2023)
(S.3-4, Bylaw 21120, April 08, 2025)
(S.5-6, Bylaw 21365, October 29, 2025)

**MAYOR**

15 (1) The Mayor is a member of Audit Committee, Emergency Advisory Committee, and Executive Committee for the length of their term of office.

(2) The Mayor may attend any Standing Committee meeting.

(3) When the Mayor is present at a Standing Committee meeting of which they are not otherwise a member, the Mayor may make motions and vote, and must be counted towards quorum for that meeting.

(4) The Mayor is the Chair of:

(a) *Deleted*;

(b) Audit Committee;

(b.1) Emergency Advisory Committee;

(c) Executive Committee; and

(d) *Deleted*.

(S.20b, S.20c, Bylaw 19091, February 3, 2020)
(S.9, S.10, Bylaw 19874, December 06, 2021)
(S.3, Bylaw 20589, August 22, 2023)
(S.5, Bylaw 21120, April 08, 2025)
(S.7, Bylaw 21365, October 29, 2025)

**VACANCY**

16 If a Councillor ceases to hold office during their term of office:

(a) the individual elected as Councillor in a by-election will take the place of the former Councillor on all Standing Committees; or

(b) if no by-election is held, Council may appoint another Councillor to fill any vacancy.

**ALTERNATES**

17 (1) If quorum for a Standing Committee meeting would not otherwise be possible, the Chair may appoint any Councillor present at the meeting as an alternate.

(2) If more than one Councillor is present, the current deputy Mayor will have priority for appointment as an alternate, followed by the next scheduled deputy Mayor.

(3) A Councillor appointed as an alternate of a Standing Committee pursuant to subsection (1) will count towards quorum and may attend, make motions, and vote as if the Councillor was a member of the Standing Committee.

(4) A Councillor's appointment as an alternate pursuant to this section will automatically end once quorum is achieved by the members of the Standing Committee.

**MANDATES**

18 The mandates of the Standing Committees will be as follows:

(a) the mandate of the Agenda Review Committee is to review items proposed for consideration by Council or a Standing Committee and manage the agendas for upcoming Council or Standing Committee meetings, including long-term agenda planning and re-routing reports;

(b) the mandate of Audit Committee is described in the Audit Committee Bylaw, Bylaw 16097;

(c) the mandate of the City Manager and City Auditor Performance Evaluation Committee is to make recommendations to Council regarding

i) the annual performance goals of the City Manager and the City Auditor; and

ii) the annual performance results of the City Manager and City Auditor;

(d) the mandate of Community and Public Services Committee is the delivery of City services, including

i) neighbourhoods and communities,

ii) social development,

iii) recreational activities and facilities,

iv) cultural and social programs and activities,

v) emergency services, and

vi) municipal enforcement;

(e) the mandate of Council Services Committee is the oversight of all Councillors' offices, excluding the office of the Mayor, and other matters referred to it by Council;

(e.1) the mandate of Emergency Advisory Committee is described in the Emergency Management Bylaw, Bylaw 19091;

(f) the mandate of Executive Committee is financial and corporate issues, including

(i.) governance,

(ii.) communications and public engagement,

(iii.) City budgets,

(iv.) City business, financial, and economic management,

(v.) City personnel matters,

(vi.) assessment and taxation,

(vii.) information technology,

(viii.) intergovernmental affairs,

(ix.) financial and economic issues related to real estate and housing,

(x.) *Deleted*

(g) the mandate of Infrastructure Committee is the delivery, renewal, and decommissioning of City infrastructure, including

(i) financial implications of capital projects, and

(ii) capital project design and delivery;

(h) the mandate of Urban Planning Committee is sustainable City planning, including

i. growth, development, and management of the urban form,

ii. urban transportation,

iii. *Deleted*

iv. parks,

v. municipal reserve,

vi. environmental, housing, and real estate planning, and

vii. community engagement for urban planning matters; and

(i) the mandate of Utility Committee is to provide oversight over all municipal public utilities and non-municipal public utilities, including rates and rate filing, governance, policies, and operations.

(S.2, Bylaw 18247 November 14, 2017)
(S.20d. Bylaw 19091, February 3, 2020)
(S.9, Bylaw 19875, October 18, 2021)
(S.11, Bylaw 19874, December 06, 2021)
(S.10, S.11, Bylaw 20073, June 13, 2022)
(S.6-8, Bylaw 21120, April 08, 2025)

**GENERAL AUTHORITIES**

19 For any item on its agenda, a Standing Committee may:

(a) receive the report for information;

(b) send the item to Council with or without a recommendation;

(c) direct the City Manager to provide additional information or perform new work provided that doing so will not affect the approved operating or capital budget; and

(d) approve any agreement that exceeds the delegated

authority of the City Manager as prescribed by the City Administration Bylaw.

(S.10, Bylaw 19875, October 18, 2021)
(S16-17, Bylaw 20226, July 4, 2022)

**RECOMMEND APPOINTMENTS**

20 (1) A Standing Committee may interview and recommend to Council the appointment of individuals to Council Committees and other agencies, boards, and commissions.

(2) The City Manager will, at least annually, prepare a list of all Council Committees and other agencies, boards, and commissions that will require Council to appoint members within the upcoming year.

(3) For each appointment identified by subsection (2), the City Manager will provide a report listing potential candidates to a Standing Committee with a mandate similar to the entity for which the appointment is required.

(S.12, S.13, Bylaw 20073, June 22, 2022)

## PART IV - AGENDA REVIEW COMMITTEE

**MEMBERSHIP**

21 (1) The members of Agenda Review Committee are:

(a) the Mayor;

(b) the Chairs of Community and Public Services Committee, Executive Committee, and Urban Planning Committee; and

(c) if the agenda for the meeting contains items that are scheduled to be discussed at a Standing Committee other than Community and Public Services Committee, Executive Committee, or Urban Planning Committee, the Chair of that Standing Committee.

(2) If a Chair of a Standing Committee is unable to attend a meeting, the Vice-Chair of that Standing Committee will attend in the Chair's absence.

(S.2, Bylaw 21370, November 18, 2025)

**QUORUM**

22 Quorum for a meeting of Agenda Review Committee is 1 member.

(S.4, Bylaw 20589, August 22, 2023)

**CHAIR**

22.1 (1) The Mayor is the Chair of Agenda Review Committee.

(2) If the Mayor is unable to attend a meeting, the deputy Mayor will act as Chair.

(3) If the deputy Mayor is unable to attend a meeting, the acting Mayor will act as Chair.

(S.5, Bylaw 20589, August 22, 2023)

**REGULAR MEETINGS**

22.2 (1) Agenda Review Committee will meet regularly to review and manage agendas for upcoming Council and Standing Committee meetings.

(2) At each Agenda Review Committee meeting, the City Manager will present a list of items proposed to be included on the agendas for upcoming Council and Standing Committees.

(3) Agenda Review Committee will review each proposed agenda and may:

(a) assign items to an agenda for an upcoming Council or Standing Committee meeting;

(b) direct that an item be discussed at a specific time on an agenda;

(c) recommend an item be postponed or directed to a different meeting; or

(d) do any other thing necessary to appropriately manage upcoming agendas.

(S.6, Bylaw 20589, August 22, 2023)

**STRATEGIC LOOK AHEAD**

22.3 (1) At regular intervals, Agenda Review Committee will meet to review all upcoming Council and Standing Committee agendas.

(2) Any Councillor present at the meeting required by subsection (1) is deemed a member.

(S.7, Bylaw 20589, August 22, 2023)

**CANCELLED MEETING** 23 If an Agenda Review Committee meeting is cancelled, the City Manager will set the agendas for any upcoming Council or Standing Committee meetings that were to be reviewed at the cancelled meeting.

## PART V - COUNCIL SERVICES COMMITTEE

**MEMBERSHIP** 24 All Councillors are members of Council Services Committee.

**CHAIR** 25 At its first meeting after Council's inaugural organizational meeting, Council Services Committee will appoint a Chair and Vice-Chair from its members.

*Deleted* *Deleted* *Deleted*

(S.18, Bylaw 20073, June 13, 2022)
(S.3, Bylaw 21162, May 21, 2025)

## PART VI - EXECUTIVE COMMITTEE

**ADDITIONAL POWERS** 26 In addition to any other authority provided in this bylaw, Executive Committee may:

(a) approve the settlement of

i. any uninsured claim against the City that exceeds the delegated authority of the City Manager as prescribed by the City Administration Bylaw or that is referred to the Standing Committee by the City Manager, and

ii. any uninsured claim advanced by the City that exceeds the delegated authority of the City Manager as prescribed by the City Administration Bylaw or that is referred to the Standing Committee by the City Manager

(b) provide instructions to the City Manager regarding any claim against or advanced by the City; and

(c) (*Deleted*)
(S.12, Bylaw 19875, October 18, 2021)

## PART VII - UTILITY COMMITTEE

| | | |
|---|---|---|
| **CHAIR** | 27 | At its first meeting after Council's inaugural organizational meeting, Utility Committee will appoint a Chair and Vice-Chair from its members. |
| **UTILITY ADVISOR** | 28 | Utility Committee may direct the City Manager to retain an individual to act as the City's Utility Advisor by providing reports, recommendations, and advice to Utility Committee as required. |

## PART VIII - CITY MANAGER ROLE

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|---|---|---|
| **DELEGATION** | 29 | The City Manager may delegate any power, duty, or function under this bylaw. |

## PART IX - TRANSITIONAL PROVISIONS

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|---|---|---|
| **TRANSITIONAL** | 30 | Any references to Bylaw 12300 in any City bylaws, policies, administrative directives, or other City records are deemed to be references to this bylaw or the Council Procedures Bylaw, as appropriate. |
| **COMING INTO FORCE** | 31 | This bylaw comes into force on October 16, 2017. |
| **REPEAL** | 32 | Bylaw 12300, the Procedures and Committees Bylaw, is repealed. |

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act,* R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 18156, passed by Council August 29, 2017

Amendments:

- Bylaw 18247, November 14, 2017
- Bylaw 18287, January 23, 2018
- Bylaw 19091, February 3, 2020
- Bylaw 19211, February 19, 2020
- Bylaw 19875, October 18, 2021
- Bylaw 19874, December 06, 2021
- Bylaw 20073, June 13, 2022
- Bylaw 20226, July 4, 2022
- Bylaw 20589, August 22, 2023
- Bylaw 20669, October 24, 2023
- Bylaw 20909, October 22, 2024
- Bylaw 21120, April 08, 2025
- Bylaw 21162, May 21, 2025
- Bylaw 21365, October 29, 2025
- Bylaw 21370, November 18, 2025