

BYLAW 59-2022

PRIORITIES COMMITTEE BYLAW

The Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain powers, duties and functions imposed and conferred upon a Council by the Municipal Government Act;

Council enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Acting Mayor" is the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor;
- (b) "Agenda" is the list of items of consideration and orders of the day for any Priorities Committee meeting;
- (c) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (d) "Priorities Committee" means the Priorities Committee established by the County and continued as a Council committee under this bylaw;
- (e) "Council" means the elected governing body of the County;
- (f) "Councillor" means a Councillor of the County;
- (g) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95;
- (h) "Deputy Mayor" is the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- (i) "Director" means the Director of Legislative and Legal Services or delegate;

- (j) "Group" means three or more persons gathered together by a common interest in any matter, one of whom will be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons they represent;
- (k) "Information Request" is an inquiry that Administration is able to respond to within 10 business days with information that is readily available;
- (l) "Mayor" means the Chief Elected Official of the County;
- (m) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- (n) "Municipal Jurisdiction" means any power, duty, or function which is delegated to a municipality by the Province of Alberta and any action, such as advocating to other orders of government, that a municipality may reasonably undertake;
- (o) "Open House" means a scheduled portion of a Priorities Committee meeting that provides an opportunity for residents, business owners, and other rate payers of Strathcona County to address the Priorities Committee;
- (p) "Strathcona County Awards of Excellence" is an annual awards program to recognize Strathcona County residents for outstanding achievements and contributions;
- (q) "Report for Information" means a report from Administration, and Mayor and Council reports on activities of interest to the Priorities Committee, municipality, ward, or region; and
- (r) "Strategic Plan" means the Council approved strategic plan document, as revised or replaced from time to time.

Interpretation

- 2 The following rules apply to interpretation of this bylaw:
 - (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;

- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable;
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder; and
- (e) if a question relating to the procedures of the Priorities Committee is not answered by this Bylaw, or a capitalized term used in this Bylaw is not defined, reference should be made to Bylaw 21-2021, the *Meeting Procedures Bylaw*.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

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| Establishment | 3 The Priorities Committee established as a Council committee. |
| Mandate | <p>4 The mandate of the Priorities Committee is to:</p> <ul style="list-style-type: none"> (a) provide strategic oversight of progress on Council’s Strategic Plan and monitor Council-established priorities, ensuring that programs and services authorized by Council are consistent with Council’s Strategic Plan, and that strategic objectives are being met; (b) support Council’s decision-making process by providing a venue for public input and fulsome discussion and debate on key principles, ideas, or components of projects, policies, plans, or other topics that will ultimately require Council direction or decision; and (c) oversee all aspects of the annual Strathcona County Awards of Excellence program which includes receiving and reviewing nominations, approving the Strathcona County Awards of Excellence and the Mayor’s Award, and approving changes to the Strathcona County Awards of Excellence program criteria and categories. |
| Terms of Reference | 5 In order to fulfill its mandate, the Priorities Committee may: |

- (a) receive reports and updates from Administration related to the County's Strategic Plan, goals and objectives, and programs and services;
- (b) make recommendations to Council regarding any reports, updates, or presentations received by the Priorities Committee;
- (c) submit its reports directly to Council without a Priorities Committee recommendation;
- (d) refer an Agenda item to Administration or a Council committee with instructions;
- (e) monitor progress on Council priorities, strategic initiatives, master plans, major projects (capital or operating), and planning initiatives;
- (f) receive presentations from external agencies and other third parties; and
- (g) receive annual reports from Council committees on committee activities, as required by Bylaw 28-2021, the *Boards and Committees Bylaw*.

PART III – MEMBERSHIP

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| Members | 6 All members of Council are appointed to the Priorities Committee unless otherwise decided by Council. |
| Terms | 7 Members' terms are the same as their terms as County Councillors. |
| Chair | 8 The Chair will be the Councillor that is Deputy Mayor at the time of the meeting and the Chair will be rotated according to the Deputy Mayor's schedule. |
| Chair's duties | 9 The Chair will preside at meetings. If the Chair is unable to perform the Chair's duties, the Acting Mayor will perform them. If the Acting Mayor is unavailable, the next person on the Deputy Mayor's schedule will perform the Chair's duties. |

PART IV– GENERAL MEETING MATTERS

- Agendas
- 10 The Agenda for a meeting will be in the form set out in Schedule "A".
- 11 The Priorities Committee may change the order of items on the Agenda for the convenience of the meeting by a two-thirds vote.
- 12 The Priorities Committee must vote to adopt the Agenda prior to conducting any business and may add new items or delete any items from the Agenda by way of majority vote.
- Reports for Information
- 13 If any member wishes to discuss or make inquiries arising out of a Report for Information, the report will be presented at the next Priorities Committee meeting.
- Meetings
- 14 The schedule for Priorities Committee meetings is set by Council as part of its Organizational Meeting.
- Quorum
- 15 Quorum for the Priorities Committee is a majority of the members.
- Limits on discussion
- 16 There is no limit to the number of times a member may speak to an Agenda item.
- 17 Informal discussion of any Agenda item is permitted without a motion on the floor.

PART V– MOTIONS

- Motion to postpone to a certain time or date
- 18 Motion to postpone to a certain time or date:
- (a) is used if the Priorities Committee would prefer to consider an Agenda item later in the same meeting or at another meeting;
- (b) is debatable only as to the advisability of the postponement; and
- (c) is amendable only as to the date or time specified.
- Motion to recommend
- 19 Motion to recommend:
- (a) is used to make a recommendation to Council for consideration on any Agenda item;

(b) is debatable; and

(c) may be amended.

Motion to refer

20 Motion to refer:

(a) is used to refer any Agenda item to the appropriate Council committee or Administration for investigation and report;

(b) is debatable; and

(c) is amendable only as to the body to which the motion is referred and the instructions on the referral.

Motion to refer to Council

21 Motion to refer to Council:

(a) is used to refer an Agenda item to Council for decision without a recommendation;

(b) is not debatable; and

(c) may not be amended.

Motion to approve

22 The Priorities Committee will use a motion to approve:

(a) the selection of Strathcona County Awards of Excellence and Mayor's Award recipients; and

(b) any changes to the Strathcona County Awards of Excellence program.

PART VI – INFORMATION REQUESTS

Information Requests

23 A member wishing to request information from Administration may present the request at a Priorities Committee meeting as an Information Request.

24 An Information Request must:

(a) be limited to the gathering of readily available information about the operation or administration of the County;

(b) not require any analysis or significant interpretation;

(c) not require the expenditure of funds or use of significant administrative resources to gather the requests information;

(d) be limited to information that can be gathered within 10 business days; and

(e) be submitted to the Director in writing prior to making the Information Request.

25 The Chief Commissioner will provide written responses to Information Requests to all of Council within ten (10) business days and a copy of the responses will be included on the next available Council or Priorities Committee agenda.

26 The Chief Commissioner may determine that an Information Request is direction that will require a Council motion.

PART VII – PUBLIC PRESENTATIONS

Request to make a public presentation

27 Priorities Committee meetings may include public presentations from individuals, groups, organizations, or external agencies;

28 Public presentations from political parties, political representatives, and unions are not permitted.

29 Any person who wants to make a public presentation will make a written request to the Director at least 21 days prior to a Priorities Committee meeting.

30 Requests received less than 21 days before a Priorities Committee meeting will be included on the Agenda for the next available Priorities Committee meeting.

31 Public presentations may provide special recognition of persons, organizations and events, award presentations, or reports of interest to the County and Priorities Committee.

Presentation topics

32 Public presentation topics must be relevant to a matter that is within Municipal Jurisdiction.

- 33 Information presented during a public presentation will relate only to the subject matter specified in the written request to the Director.
- Presentation materials 34 Presentations may be verbal and may include hardcopy or electronic materials.
- 35 All public presentation materials must be provided to the Director at least 10 business days prior to the meeting.
- Time limits 36 All public presentations will be limited to 15 minutes not including any time required for Priorities Committee questions following the presentation.
- 37 An extension to the time limit may be granted by way of majority vote.
- Discussion 38 Discussion concerning matters raised during public presentations will take place at the discretion of the Priorities Committee.

PART VIII – OPEN HOUSE

- Schedule 39 Open House will be scheduled once per quarter at 5:00 p.m.
- 40 The schedule for Open House is set by Council as part of approval of the schedule for Priorities Committee meetings.
- Registration 41 Any person who wishes to present at an Open House must make a request to the Director by 4:00 p.m. the business day before the scheduled Open House and must provide a description of the intended topic or subject matter of their presentation.
- Open house topics 42 Only matters that are within the Municipal Jurisdiction may be addressed during Open House.
- 43 Information presented during an Open House presentation will relate only to the topic or subject provided to the Director.

- Limitations
- 44 Matters that have been, or will be, more appropriately dealt with at another venue including, but not limited to, Public Hearings, Subdivision and Development Appeal Board, an Assessment Review Board or other Board or Council committee meeting, are not permitted as topics for Open House.
- 45 Each presenter will be given an opportunity to speak at an Open House only once on a given issue or topic each calendar year.
- Materials
- 46 Presentations may be verbal or written and may include hardcopy or electronic materials, which must be provided to the Director by 4:00 p.m. the day before the Priorities Committee meeting.
- Time limits
- 47 All Open House presentations will be limited to 5 minutes per individual or 15 minutes per Group not including any time required for Priorities Committee questions following the presentation.
- 48 An extension to the time limit may be granted by way of majority vote.
- Procedures
- 49 The procedures for Open House are as follows:
- (a) The Chair introduces the Open House.
 - (b) The Director provides an overview of procedures.
 - (c) Subject to the provisions of this bylaw, the Priorities Committee will hear presentations from those who have registered to make a presentation.
 - (d) After each presentation, the Chair invites the Priorities Committee to ask the presenter any relevant questions.
 - (e) The Priorities Committee may ask clarifying questions of Administration and discuss matters raised at the Open House.

PART IX – GENERAL

Repeal 50 Bylaw 17-2017 is repealed.
Effective Date 51 This bylaw comes into effect on January 1, 2023.

FIRST READING: December 6, 2022

SECOND READING: December 6, 2022

THIRD READING: December 6, 2022

SIGNED THIS 6 day of December, 2022.

Rod Frank

MAYOR

Mavis Nathoo

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

Schedule A – Agenda Structure

The regular Priorities Committee agenda includes the following sections as required:

- a. Call to Order and Territorial Acknowledgement
- b. Changes to Agenda and Adoption of Agenda
- c. Confirmation of Minutes
- d. Emerging Items
- e. Reports for Discussion
- f. Councillor Requests (Information Requests)
- g. Open House (if scheduled)
- h. Reports for Information
- i. Adjournment
- j. Related Materials