

BYLAW 19-2015

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE PRIORITIES COMMITTEE

WHEREAS 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 duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of Strathcona County considers it expedient to establish the Priorities Committee;

NOW THEREFORE the Council of Strathcona County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, enacts as follows:

PART 1: NAME OF BYLAW

1. This Bylaw may be cited as the "Priorities Committee Bylaw".

PART 2: PURPOSE OF BYLAW

2. This Bylaw shall govern the establishment and regulation of the Priorities Committee ("the Committee").

PART 3: DEFINITIONS

3. In this Bylaw:
 - 3.1 "Chief Commissioner" means the Chief Commissioner for Strathcona County and whatever subsequent title may be conferred on that officer by Council or Statute;
 - 3.2 "Council" means the Council of Strathcona County;
 - 3.3 "Councillor" means a Councillor of Strathcona County;
 - 3.4 "County" means Strathcona County;
 - 3.5 "Director" means the Director of Legislative & Legal Services or designate;

- 3.6 "Information Request" is an inquiry which can be dealt with either at a meeting or which may require some interpretation of current policies, bylaws or budget but which can be responded to within ten (10) business days.
- 3.7 "Mayor" means the Chief Elected Official of the County;
- 3.8 "Program Request" is a request from a Councillor to the Priorities Committee which:
- (a) has political, budgetary or policy impacts; and/or
 - (b) involves a significant amount of administrative time and resources to effectively respond to; and
 - (c) requires a resolution of Council to approve before any work is initiated.
- 3.9 "Reports for Information" are:
- (a) reports from administration; and
 - (b) Mayor and Councillor Reports which are provided for information purposes only and may include:
 - (i) The Mayor's updates on recent activities of interest to the Committee, the municipality and the region;
 - (ii) Councillor updates on recent activities of interest to the ward, Council, the municipality and the region; and
 - (iii) Councillor reports on the activities of boards and committees to which the Councillor has been appointed by Council at least once per year.
- 3.10 "Strategic Initiatives and Updates" is that period of time set aside on an Agenda where administration reports to the Committee on the County's Strategic Plan, sustainability pillars, priority areas and goals, programs and services, administrative priorities, strategic initiatives, master plans, major projects and planning initiatives

PART 4: ESTABLISHMENT

- 4.1 Council does hereby establish the Priorities Committee.
- 4.2 All members of Council, by virtue of and for the duration of their term of office, are appointed to the Priorities Committee.
- 4.3 The Mayor shall be the Chairman of the Priorities Committee.

PART 5: PRIORITIES COMMITTEE MANDATE

- 5.1 The Priorities Committee has full authority to exercise or perform any power or duty delegated to it under this or any other bylaw.
- 5.2 The Priorities Committee will provide strategic oversight of progress on Council's Strategic Plan "Strathcona County 2030: Powering Our New Tomorrow", as revised or replaced from time to time (hereinafter referred to as the "Strategic Plan"), sustainability pillars, priority areas and goals as set by Council from time to time by considering and discussing policies or policy revisions, programs and services prior to Council approval. The Committee is responsible for monitoring 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, by:
- (a) Receiving reports and updates from County departments related to the County's Strategic Plan, goals and objectives, programs and services;
 - (b) Monitoring progress on Council and administrative priorities, strategic initiatives, master plans, major projects (capital or operating) and planning initiatives;
 - (c) Reviewing and evaluating Program Requests and other proposed service level changes to ensure Program Requests and/or service level changes are consistent with Council's Strategic Plan, Priority Areas and strategic objectives;
 - (d) Considering the strategic implications of Program Requests and service level changes and making recommendations or referrals to Council with respect to priority setting and the potential policy and resource implications associated with implementation;
 - (e) Receiving delegations, presentations and updates from departments, committees, external agencies and other third parties; and providing a forum for public input;
 - (f) Receiving annual reports from Council committees on committee activities as required by the Boards & Committees Bylaw; and

- (g) Is responsible for the annual Pride of Strathcona Awards program aimed at fostering pride in the community by recognizing residents for outstanding achievements and contributions in the areas of community service; arts, culture and heritage; professional achievement; sports and recreation; and outstanding endeavours of youth and seniors through the receipt and review of nominations and shall by motion approve the selection of recipients of the Pride of Strathcona Awards and the Mayor's Award.

PART 6: AGENDAS AND MINUTES

- 6.1 The Agenda orders the business for a Meeting and the Order of Business shall be as follows:

- (a) Call to Order
- (b) Changes to Agenda
- (c) Adopt Agenda
- (d) Strategic Initiatives and Updates
- (e) Emerging Items
- (f) Reports for Information
- (g) Councillor Inquiries, Information Requests, Program Requests
- (h) Open House
- (i) Adjournment

The Committee may alter the Order of Business for the convenience of the meeting by a majority vote.

- 6.2 The Committee must vote to adopt the Agenda prior to transacting other business and may:

- (a) add new items; and
- (b) delete any items from the Agenda.

- 6.3 Minutes of Committee Meetings shall be:

- (a) recorded without note or comment and shall record the names of the Councillors present at the Meeting;
- (b) shall be prepared and distributed by the Director; and
- (c) shall be presented to the Committee for adoption at a subsequent Meeting.
- (d) Clerical, typographical and grammatical errors in Minutes may be corrected by the Director.

PART 7: MOTIONS AND LIMITS ON DISCUSSION

7. The Priorities Committee may debate and vote on the following motions:
 - 7.1 Motion to Postpone to a Certain Time or Date
 - (a) is used if the Committee would prefer to consider an item later in the same meeting or at another meeting;
 - (b) is debatable only as to the advisability of the postponement and is amendable only as to the time specified.
 - 7.2 Motion to Recommend or Refer
 - (a) is used to send a pending item to a committee, a department or a person so that the item may be carefully investigated and put into better condition for the Committee to consider; or
 - (b) to refer an item to Council for debate and decision; and
 - (c) shall be clear as to the information required and shall provide direction as to the person or group to which it is being referred.
 - (d) is debatable; and
 - (e) may be amended only as to the person or group to which the item is referred and the instructions on the referral.
 - 7.3 Motion to Approve or Adopt
 - (a) is used to approve the selection of Pride of Strathcona Award and Mayor's Award recipients and the Minutes of a prior meeting; and to
 - (b) adopt the Agenda of the meeting.
 - 7.4 There is no limit to the number of times a Councillor may speak to an item;
 - 7.5 Informal discussion of an item is permitted when no motion has been made.

PART 8: COUNCILLOR INQUIRIES

8.1 Information Requests

- (a) A Councillor wishing to request information from the Chief Commissioner shall present it at a Priorities Committee meeting as an Information Request.
- (b) If the Chief Commissioner is unable to answer the Information Request at the meeting, the Chief Commissioner will forward the request to the appropriate County department for response at the next following Priorities Committee Meeting unless otherwise agreed to by the Councillor and the Chief Commissioner.
- (c) An Information Request arising out of a Report for Information will be responded to at the next following Priorities Committee Meeting.
- (d) The Chief Commissioner may determine that an Information Request is a Program Request.

8.2 Program Requests

- (a) A Councillor wishing to make a Program Request shall present it at a Priorities Committee meeting as a Program Request.
- (b) A Program Request introduced in accordance with this section shall be included under Strategic Initiatives and Updates on the Agenda of the next available Committee meeting or such other date as specified by the Councillor.
- (c) The Priorities Committee shall review and prioritize projects initiated by elected officials by way of Program Requests and shall:
 - (i) consider alignment with Council's Strategic Plan, sustainability pillars and priority areas, and
 - (ii) identify the political, budgetary and policy implications and the estimated increased resource requirements associated with the Program Request in sufficient detail so as to allow Council to make an informed decision on the matter; and
 - (iii) make recommendations to Council on and Program Requests for policy direction and for resource requirements.

PART 9: PUBLIC PARTICIPATION

- 9.1 Presentations during Open House and Public Presentations shall be limited to 5 minutes, or for Groups, an aggregate total of 15 minutes if time permits, unless there is consent by the Priorities Committee to extend the allotted time.
- 9.2 Extensions of time limits for presentations during Open House and Public Presentations may be granted by consent of the Committee, based on any one or more of the following:
- (a) the issue under discussion is deemed by the Priorities Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of the Priorities Committee, to give the matter due consideration;
 - (b) the granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 9.3 Non-Statutory Hearings
- (a) The Committee may:
 - (i) agree to hear from a person in attendance at the meeting who wishes to speak to the Committee on any matter that is on the agenda; or
 - (ii) may refuse to hear from the person.
 - (b) The following procedures will apply when the Committee has agreed to hear from a person:
 - (i) administration will make their presentation;
 - (ii) if the Committee agrees that the person be heard, the person will be granted 5 minutes to speak to the matter;
 - (iii) after the person has spoken, any Councillor may ask the speaker relevant questions; and
 - (iv) any Councillor may ask administration relevant questions after all persons granted permission to speak have spoken.
- 9.4 Open House
- (a) An Open House shall be held as part of the Meeting of the Priorities Committee.
 - (b) Persons or Groups who wish to speak at a Council Open House are encouraged to register with the Director's office in advance.

Persons or groups who will not identify themselves will not be given the opportunity to speak.

- (c) The Chairman shall open the floor to presentations by the public.
- (d) The following matters shall not be discussed at a Council Open House:
 - (i) 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 Committee Meeting.
 - (ii) Any other matter that the Priorities Committee considers to be inappropriate.
- (e) Each Person or Group will be given an opportunity to speak at a Council Open House only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.
- (f) Presentations at Open House may be made verbally, in writing or electronically. Written submissions shall be collected by the Director and retained for record purposes.
- (g) The Committee shall limit questions of clarification to an aggregate total of 5 minutes, unless there is consent by the Committee to extend the allotted time. The Committee shall not enter into discussion during an Open House.
- (h) Discussion concerning matters raised during an Open House may take place during the regular Committee meeting at the conclusion of the Open House and at the discretion of the Committee.

9.5 Public Presentations

- (a) Public Presentations may be requested for the purpose of providing for:
 - (i) special recognition of persons, organizations and events;
 - (ii) award presentations; or

- (iii) reports from outside agencies.
- (b) Requests for Public Presentations from the public shall be made to the Director in writing at least 21 days prior to a Priorities Committee Meeting. Requests received less than 21 days before a Priorities Committee Meeting shall be included on the Agenda for the next available Priorities Committee Meeting.
- (c) Exceptions may be made at the discretion of the Mayor's Executive Committee or the Priorities Committee.
- (d) Discussion concerning matters raised during Public Presentations shall take place at the discretion of the Committee.
- (e) Information presented during a Public Presentation shall relate only to the subject matter for which the presentation was originally requested.

PART 10: GENERAL

10. If a question relating to the procedures of the Committee is not answered by this Bylaw, or a capitalized term used in this Bylaw is not defined, reference should be made to Bylaw 20-2015: The Meeting Procedures Bylaw, as amended or replaced from time to time.

PART 11: EFFECTIVE DATE

11. This Bylaw becomes effective after third reading and upon being signed.

READ a first time this 28th day of April, 2015.

READ a second time this 28th day of April, 2015.

READ a third time and finally passed this 26th day of May, 2015.

Roxanne Carr
Mayor

Glenna Kemp
Director, Legislative and Legal Services

Date signed: June 11, 2015