

**STRATHCONA COUNTY**

**BYLAW 17-2017**

**PRIORITIES COMMITTEE BYLAW**

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 powers, duties and functions imposed and conferred upon a Council by the Municipal Government Act.

NOW THEREFORE, Strathcona County enacts:

**PART 1 – PURPOSE, DEFINITIONS, AND INTERPRETATION**

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| <b>Short title</b> | 1 This bylaw may be cited as the "Priorities Committee Bylaw".  |
| <b>Purpose</b>     | 2 The purpose of this bylaw is to establish the mandate, functions, and procedures of the Priorities Committee.   |
| <b>Definitions</b> | 3 In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as prescribed by the Municipal Government Act: <ul style="list-style-type: none"><li>(1) "Chief Commissioner" means the Chief Commissioner for the County or delegate;</li><li>(2) "Committee" means the Priorities Committee established by the County and continued as a Council committee under this bylaw;</li><li>(3) "Council" means the elected governing body of the County;</li><li>(4) "Councillor" means a Councillor of the County;</li><li>(5) "County" means the municipal corporation of Strathcona County;</li><li>(6) "Director" means the Director of Legislative and Legal Services or delegate;</li><li>(7) "Group" means three (3) 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.</li><li>(8) "Information Request" is any inquiry which can be addressed at the current meeting by Administration or which can be addressed with information in the possession of and readily available to Administration, and can be responded to within 10 business days.</li></ul> |

- (9) "Mayor" means the Chief Elected Official of the County;
- (10) "Member" means a member of the Priorities Committee;
- (11) "Municipal Jurisdiction" means any power, duty, or function which is delegated to a municipality by the Province and any action, such as advocating to other orders of government, that a municipality may reasonably undertake.
- (12) "Point of Order" means bringing to the attention of the Chair and Committee members that a person has broken a rule or made an error in procedure and requesting that the Committee meeting follow the rules or that the error in procedure be corrected;
- (13) "Point of Privilege" means a request to the Chair and to Committee to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Committee members or of Committee as a whole;
- (14) "Pride of Strathcona" is an annual awards program to recognize Strathcona County citizens for outstanding achievements and contributions.
- (15) "Program Request" is a request from a member to the Priorities Committee which has significant political, budgetary or policy impact and may involve significant administrative time and resources to effectively respond to, and requires a resolution of Council in order to action.
- (16) "Reports for Information" include reports from administration and Mayor and Council reports on activities of interest to the Committee, municipality, ward, or region.
- (17) "Strategic Plan" means the County's plan titled *Strathcona County 2030: Powering Our New Tomorrow*, as revised or replaced from time to time;
- (18) "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.

**Interpretation**

- 4 The following rules apply to interpretation of this bylaw:
- (1) The marginal notes and headings in this bylaw are for reference purposes only;
  - (2) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
  - (3) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw;
  - (4) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws, and the County's policies and procedures.
  - (5) 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 II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE**

**Establishment**

- 5 The Priorities Committee established as a Council committee under Bylaw 19-2015 is continued as a Council committee under this bylaw.

**Mandate**

- 6 The mandate of the Committee is to:
- (1) Provide strategic oversight of progress of 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;
  - (2) Support Council's decision-making process by providing a venue for fulsome discussion and debate on key principles, ideas, or components of projects, policies, plans, or other things that will ultimately require Council direction or decision; and
  - (3) Oversee all aspects of the annual Pride of Strathcona Awards program which includes receiving and reviewing nominations, approving the Pride of Strathcona Awards and the Mayor's Award, and approving changes to the Pride of Strathcona Awards program criteria and categories.

- Terms of reference**      7      In order to fulfill its mandate, the Committee may:
- (1) Receive reports and updates from Administration related to the County's Strategic Plan, goals and objectives, programs and services;
  - (2) Make recommendations to Council regarding any reports, updates, or presentations received by the Committee;
  - (3) Submit its reports directly to Council without a Committee recommendation;
  - (4) Refer an item to Administration or a Council Committee with instructions;
  - (5) Monitor progress on Council priorities, strategic initiatives, master plans, major projects (capital or operating) and planning initiatives;
  - (6) Review and evaluate Program Requests by considering their strategic implications and making recommendations to Council with respect to priority setting and the potential policy and resource implications associated with implementation;
  - (7) Receive presentations from external agencies and other third parties; and
  - (8) Receive annual reports from Council committees on committee activities as required by the Boards and Committees Bylaw.

### **PART III - MEMBERSHIP**

- Members**                      8      All members of Council are appointed to the Priorities Committee unless otherwise decided by Council.
- Terms**                              9      Members' terms are consistent with their terms as County Councillors.
- Chair**                                10     The position of Chair will be the member of Council that holds the position of Deputy Mayor at the time of the meeting and the position of Chair will be rotated according to the Deputy Mayor's schedule.
- Chair's duties**                11     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 – ORDER OF BUSINESS, AGENDAS, AND MINUTES**

- Order of business** 12 The Agenda orders the business for a Meeting and the Order of Business will be as follows:
- (1) Call to Order
  - (2) Changes to Agenda and Adoption of Agenda
  - (3) Protocol Items
  - (4) Emerging Items
  - (5) Strategic Initiatives and Updates
  - (6) Councillor Inquiries (Information Requests and Program Requests)
  - (7) Reports for Information
  - (8) Open House
  - (9) Adjournment
- 13 The Committee may alter the Order of Business for the convenience of the meeting by a two-thirds vote.
- Agendas** 14 The Committee must vote to adopt the Agenda prior to transacting other business and may add new items or delete any items from the Agenda by way of majority vote.
- Minutes** 15 Minutes of Committee meetings will be:
- (1) recorded without note or comment and will include the names of members present at the meeting;
  - (2) prepared and distributed by the Director; and
  - (3) presented to the Committee for adoption at a subsequent meeting.
- 16 Clerical, typographical and grammatical errors in minutes may be corrected by the Director.

#### **PART V – PROCEDURES**

- Meetings** 17 The schedule for Committee meetings is set by Council as part of its Organizational Meeting.
- 18 Meetings will take place as set out in the Committee's schedule.
- Quorum** 19 Quorum for Committee meetings is met by the attendance of a majority of the Members.
- Public meetings** 20 Committee meetings will be held in public, with notice to the public, unless the meeting is closed for reasons permitted by the Municipal Government Act.
- Limits on discussion** 21 There is no limit to the number of times a Member may speak to an item.
- 22 Informal discussion of an item is permitted when no motion has been made.

## PART VI – MOTIONS

**Motion to postpone to a certain time or date**

- 23 Motion to postpone to a certain time or date:
- (1) is used if the Committee would prefer to consider an item later in the same meeting or at another meeting;
  - (2) is debatable only as to the advisability of the postponement and is amendable only as to the time specified.

**Motion to recommend**

- 24 Motion to recommend:
- (1) is used to make a recommendation to Council for consideration on a pending item;
  - (2) is debatable; and
  - (3) may be amended.

**Motion to refer**

- 25 Motion to refer:
- (1) is used to refer any motion to the appropriate Council Committee or Administration for investigation and report; and
  - (2) is debatable and amendable only as to the body to which the motion is referred and the instructions on the referral.

**Motion to refer to Council**

- 26 Motion to refer to Council:
- (1) is used to refer a pending item to Council for decision without a recommendation;
  - (2) is not debatable; and
  - (3) may not be amended.

**Motion to approve or adopt**

- 27 Motion to approve or adopt:
- (1) is used to adopt the Agenda of the meeting;
  - (2) approve the Minutes of a prior meeting;
  - (3) approve the selection of Pride of Strathcona Award and Mayor's Award recipients; and
  - (4) approve any changes to the Pride of Strathcona Awards program.

## **PART VII – COUNCILLOR INQUIRIES**

### **Information Requests**

- 28 A Member wishing to request information from Administration will present the request at a Priorities Committee meeting as an Information Request.
- 29 If Administration is unable to answer the Information Request at the meeting, the request is sent to the appropriate County department for response within 10 business days.
- 30 If a 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.
- 31 The Chief Commissioner may determine that an Information Request is a Program Request or a direction that will require a Council motion.

### **Program requests**

- 32 A Member wishing to make a Program Request will present it at a Priorities Committee meeting as a Program Request.
- 33 A Program Request introduced in accordance with this section will be included on the Agenda of the next available Committee meeting or such other date as specified by the member.
- 34 The Priorities Committee will review and prioritize projects initiated by elected officials by way of Program Requests and will:
- (1) consider alignment with Council's Strategic Plan, sustainability pillars and priority areas; and
  - (2) 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
  - (3) make recommendations to Council on Program Requests for policy direction and for resource requirements.

## **PART IX – PUBLIC PRESENTATIONS**

### **General Information**

- 35 Committee meetings may include Public Presentations from individuals, groups, organizations, or external agencies; however, Public Presentations from political parties, political representatives, and unions are not permitted.

### **Request to make a public presentation**

- 36 Anyone requesting to make a Public Presentation will make a written request to the Director at least 21 days prior to a Priorities Committee meeting.
- 37 Requests received less than 21 days before a Priorities Committee meeting will be included on the Agenda for the next available Priorities Committee meeting.

- Presentation topics**
- 38 Public Presentations may provide special recognition of persons, organizations and events, award presentations, or reports of interest to the County and Committee.
- 39 Public Presentations topics must be relevant to a matter that is within the Municipal Jurisdiction.
- 40 Information presented during a Public Presentation will relate only to the subject matter specified in the written request to the Director under section 36.
- Presentation materials**
- 41 Presentations may be verbal and may include hardcopy or electronic materials.
- 42 All Public Presentation materials must be provided to the Director at least 10 business days prior to the meeting.
- Time limits**
- 43 All Public Presentations will be limited to 15 minutes not including any time required for Committee questions following the presentation.
- Time extensions**
- 44 An extension to the time limit may be granted by way of majority vote by the Committee provided that doing so does not prejudice the rights of other presenters to their allotted presentation time.
- Discussion**
- 45 Discussion concerning matters raised during Public Presentations will take place at the discretion of the Committee.

#### **PART X – OPEN HOUSE**

- Open house**
- 46 Open House is an opportunity for residents, business owners, and other rate payers of Strathcona County to address the Priorities Committee.
- Registration**
- 47 Anyone wishing to register to present at Open House must make a request to the Director by 4:00 p.m. the day before the Priorities Committee meeting, and must provide information on the intended topic or subject matter of their presentation.
- Open house topics**
- 48 Only matters that are within the Municipal Jurisdiction may be addressed during Open House.
- 49 Information presented during an Open House presentation will relate only to the subject matter communicated to the Director under section 47.
- Limitations**
- 50 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.
- 51 Each presenter will be given an opportunity to speak at an Open House only once on a given issue or topic each year.



- Materials**
- 52 Presentations may be verbal or written and may include hardcopy or electronic materials.
- 53 All materials intended to be distributed or displayed during Open House must be provided to the Director at least 10 business days prior to the meeting.
- Time limits**
- 54 All Open House presentations will be limited to 5 minutes per individual or 15 minutes per Group not including any time required for Committee questions following the presentation.
- Time extensions**
- 55 An extension to the time limit may be granted by way of majority vote by the Committee provided that doing so does not prejudice the rights of other presenters to their allotted presentation time.
- Procedures**
- 56 The procedures for Open House are as follows:
- (1) The Chair introduces the Open House.
  - (2) The Director provides an overview of procedures.
  - (3) Subject to the provisions of Part X of this bylaw, the Committee will hear presentations from those who have registered to make a presentation.
  - (4) After each presentation, the Chair invites the Committee to ask the presenter any relevant questions.
  - (5) The Committee will not enter into discussion on matters raised during the Open House; however, by majority vote, the Committee may reconvene its regular meeting to discuss matters raised at the Open House.

#### PART XI – GENERAL

- Effective date** 57 This bylaw comes into effect on November 1, 2017.
- Repeal** 58 Bylaw 19-2015 is repealed on November 1, 2017.

Read a first time this 5<sup>th</sup> day of September 2017.

Read a second time this 5<sup>th</sup> day of September 2017.

Read a third time this 5<sup>th</sup> day of September 2017.

Signed this 5<sup>th</sup> day of September, 2017.

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Mayor

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Director, Legislative and Legal Services

