

Priorities Committee Meeting_Apr20_2021

STRATEGIC INITIATIVE AND UPDATE**Overview of Draft Bylaw 21-2021 Meeting Procedures Bylaw****Report Purpose**

To provide the Priorities Committee with an overview of the proposed new Meeting Procedures Bylaw.

Our Prioritized Strategic Goals

Continuously improving the way we work, as one organization, in an agile and sustainable manner

Governance Requirement

Report

Following the Council resolution made in December of 2018, Administration has been working on the re-write of the Procedures Bylaw. The goals of this project include:

1. Ensuring that Council meeting procedures reflect current practices and align with best practices;
2. Supporting the efficient use of time and resources;
3. Ensuring that Council meeting procedures enable both Council and Chief Commissioner to address governance priorities and legislative requirements; and
4. Providing Council and Administration with a user-friendly, plain language set of procedures.

As part of this project, Administration has researched various procedural matters and conducted cross-jurisdictional scans to identify options for addressing common procedural processes. Consultation with the Governance Advisory Committee (GAC), the Priorities Committee, and Chief Commissioner's office has been ongoing.

The response to the pandemic delayed this project as resources were redirected at addressing the immediate needs arising from process changes for Council and Council Committee meetings and by accelerating the County's adoption of virtual meeting procedures.

Council had approved extending the project deadline to the end of the second quarter of 2021. The additional time has allowed for the completion of the entire draft of the new procedures bylaw which is provided as enclosure 1 of this report.

The purpose of this report is to provide an opportunity for the Priorities Committee to review the draft bylaw in its entirety and provide input or ask questions. Since the redraft of the Meeting Procedures bylaw is extensive, a red-line version was not possible but enclosure 2 outlines the changes and updates made.

Following this presentation to the Priorities Committee, Administration will make any necessary changes to the bylaw and then provide the bylaw to Council for consideration.

Council and Committee History

March 10, 2021 Governance Advisory Committee received a presentation on the draft Meeting Procedures Bylaw.

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February 17, 2021	Governance Advisory Committee received a presentation on draft sections of the Meeting Procedures Bylaw.
September 29, 2020	Council approved THAT the new proposed Meeting Procedures Bylaw be brought back to Council on the revised date of Q2 2021.
July 21, 2020	Council gave three readings to Bylaw 44-2020, a bylaw to amend Bylaw 17-2020 (i.e. changes to Meeting Procedures related to COVID).
April 28, 2020	Priorities Committee was provided with an update on the rewrite of the Meeting Procedures Bylaw.
April 22, 2020	Governance Advisory Committee received a presentation on draft sections of the Meeting Procedures Bylaw.
April 21, 2020	Council gave three readings to Bylaw 17-2020, a bylaw to address procedural changes as a result of the response to the COVID-19 Pandemic.
April 21, 2020	Council approved a Status of Report to extend the deadline for the redraft of the Meeting Procedures Bylaw from Q1 of 2020 to Q4 of 2020.
January 22, 2020	Governance Advisory Committee received a presentation on draft sections of the Meeting Procedures Bylaw.
September 18, 2019	Governance Advisory Committee received a presentation on draft sections of the Meeting Procedures Bylaw.
December 11, 2018	Council approved "THAT Administration, in consultation with the Governance Advisory Committee, undertake a comprehensive review and update of the Meeting Procedures Bylaw; and that a new proposed Meeting Procedures Bylaw be presented to Council for consideration by the first quarter of 2020."
March 28, 2017	Council gave third reading to Bylaw 7-2017, a bylaw to amend the Meeting Procedures Bylaw.
May 26, 2015	Council gave third reading to the Meeting Procedures Bylaw.

Other Impacts

Policy: n/a

Legislative/Legal: Section 145 of the Municipal Government Act, RSA 2000, c M-26 provides that a council may pass a bylaw to establish procedures to be followed by council, council committees and other bodies established by the council.

Interdepartmental: Office of the Chief Commissioner

Master Plan/Framework: n/a

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Communication Plan

Feedback from the Priorities Committee will be implemented in the final review of the draft bylaw. The draft bylaw will be provided to Council for consideration of readings by the end of June 2021.

Enclosures

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| 1 | DRAFT Bylaw 21-2021 Meeting Procedures Bylaw |
| 2 | Summary of Changes to Meeting Procedures Bylaw |
| 2 | DRAFT Bylaw 21-2021 Meeting Procedures Bylaw Presentation |