

BYLAW 12-22 – PROCEDURE BYLAW

Purpose

The purpose of draft Bylaw 12-22 is to establish rules to follow in governing the Town of Okotoks Council and Committee meetings.

Readings

This bylaw is ready for three readings.

Report, Analysis and Financial Implications

At the January 17 and February 22, 2022 Governance and Priorities Committee (GPC) meetings, members discussed amendments to Procedure Bylaw 42-17. These amendments have been included in draft Bylaw 12-22 and include:

- using the term “closed session” versus “in camera” and requiring members attending virtually to ensure their camera is on;
- adding a definition for “Acting Mayor” and “Acting Deputy Mayor”;
- adding “consent agenda” items;
- adding a “friendly amendment” provision to reflect current meeting practices;
- editing the provisions for “calling a previous question”;
- removing redundant provisions and updating terms;
- adding seconders to “notice of motion”, “urgent business” and “motion to challenge”;
- combining “motions to postpone indefinitely and to a definite time”;
- amending the process for the “reconsideration of motions”;
- adding the provision for the Mayor to enter debate after all Councillors have spoken;
- adding an agenda review process;
- removing question period to be combined with delegation provisions and clarifying delegation processes.

Other amendments shown in red font on the draft bylaw since the February GPC meeting include:

- removal of Consent Agenda Schedule “B”, and adding the Consent Agenda items to Schedule “A” - Council Agenda;
- additional details to Schedule “B”- Agenda Review;
- additional details (timelines and processes) and removing “Statutory or Non-Statutory” wording Section 17 - Public Hearing Meetings to reflect current practices;
- addition of subsection 5.2 to reflect current and best practices.

Not reflected in red font in draft Bylaw 12-22 is the removal of portions of “Section 14 – Standing and Special Committees” that were included in the previous Procedure

Bylaw 42-17. Administration recommends these portions be deleted as they are redundant with Committees Bylaw 13-21.

At the April 18, 2022 GPC meeting, members further recommended that the Chief Administrative Officer's Report be discontinued as part of the Regular Council Meeting Agenda (noted in red font on the draft bylaw) and instead that this information be compiled and provided in a quarterly report to Council.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input checked="" type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Public Hearing / Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

Council needs to establish the procedures of how it does its job. These procedures reflect the will of Council and attempts to allow Council to focus on the priority issues and the process to deal with them.

Attachment(s)

1. Draft Procedure Bylaw 12-22
2. Draft Procedure Bylaw 12-22 REDLINED VERSION
3. Bylaw 42-17 Council Procedure REDLINED VERSION presented to GPC

Prepared by:
Cathy Duplessis
Legislative & Policy Services Manager
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