

## Report to Council

- For Council Decision       For Council Direction  
 For Council Information



<b>TOPIC:</b>	Procedure Bylaw No. 18/2024	August 27, 2024
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### PURPOSE:

This report presents recommended amendments to the Procedure Bylaw, as directed by Council.

### RECOMMENDATION:

That Council approve 1<sup>st</sup> Reading of the Procedure Bylaw No. 18/2024.

That Council approve 2<sup>nd</sup> Reading of the Procedure Bylaw No. 18/2024.

That Council unanimously agrees to consider 3<sup>rd</sup> Reading of the Procedure Bylaw No. 18/2024.

That Council approve 3<sup>rd</sup> Reading of the Procedure Bylaw No. 18/2024.

### RATIONALE:

The proposed amendments are to fulfill the direction of Council at the May 28, 2024, Regular Meeting of Council. The proposed amendments were compared to successful models in other municipalities to incorporate best practices in the Procedure Bylaw and compliance with the *Municipal Government Act*.

### REPORT INFORMATION:

Administration has amended the Procedure Bylaw to reflect the direction from Council, particularly in the section regarding Notices of Motion. The key amendments in Procedure Bylaw No. 18/2024 include the following:

1) Flexibility in Scheduling Motions:

The proposed amendments provide Council with the flexibility to specify a future Regular Council Meeting date for making a motion, rather than being restricted to the next meeting. This change ensures that Council has the opportunity to present motions at a time when they can be present, thereby ensuring their ability to present motions at a more suitable time.

2) Provision of a Brief Overview:

This proposed amendment enhances transparency and ensures that all members of Council, as well as Administration, have a clear understanding of the intent behind the motion. It also facilitates more informed and productive discussions.

### 3) Clarification on Acting upon Notices of Motion:

The proposed amendment clarifies that a notice of motion shall not be acted upon until Council passes a resolution. This clarification reinforces the procedural integrity of Council's decision-making process by ensuring that no action is taken on a motion until it has been formally considered and approved by Council.

These proposed amendments are designed to improve the procedural efficiency and flexibility of Council meetings, while also ensuring that all motions are introduced, discussed, and acted upon in a manner that is clear, orderly, and reflective of Council's collective will. By incorporating these changes, the Procedure Bylaw aligns more closely with best practices observed in other municipalities and further supports the governance framework established by Council.

#### **IMPACT:**

The proceedings of Council meetings, agenda packages and minutes will reflect the provisions approved in the Procedure Bylaw upon passing of third reading and is duly signed.

#### **NEXT STEPS:**

If Council approves Procedure Bylaw No. 18/2024, Administration will update the website to include the new Bylaw and any related sites, providing the community with the latest accurate information on Council procedural guidelines.

#### **PREVIOUS COUNCIL ACTION:**

At the May 28, 2024, Regular Meeting of Council, the following motion was carried:

That Council directs Administration to bring forward the Procedure Bylaw No. 1/2024 with amendments to the Notices of Motion section after the Council Summer break for review.

At the April 9, 2024, Regular Meeting of Council, the third and final Reading of the Procedure Bylaw No. 1/2024 was approved by Council.

#### **ALIGNMENT:**

The recommended amendments in the draft Procedure Bylaw align with Council direction and continue to build stronger collaborative relationships.

Morinville 2022-2025 Strategic Plan:  
Goal 6 - Collaborative Relationships

#### **CONSULTATION/ENGAGEMENT:**

Council undertook a comprehensive review of the Procedure Bylaw No. 1/2024 from January 2024 until its approval on April 9, 2024. This process involved an extensive evaluation to ensure alignment with Council's strategic objectives, adherence to the latest provisions of the Municipal Government Act, and incorporation of best practices from other municipalities. The proposed amendments to the Notices of Motion process are to further align the Bylaw to the needs of Council.

**ALTERNATIVES:**

There are no alternatives to recommend as the report presents the Procedure Bylaw No. 18/2024 with amendments as directed by Council.

<b>PRESENTER:</b>	R. Gilbert, Legislative & Corporate Initiatives Coordinator	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• Draft - Procedure Bylaw No. 18/2024 Clean</li><li>• Draft - Procedure Bylaw No. 18/2024 Redlined</li><li>• Procedure Bylaw No. 1/2024</li></ul>
<b>PREPARED BY:</b>	R. Gilbert, Legislative & Corporate Initiatives Coordinator	
<b>CLEARANCES:</b>	M. Hay, Acting Chief Administrative Officer T. Dalzell-Heise, Manager, Communications and Legislative Services	