

**Subject: Procedure Bylaw – Bylaw No. 14/025****APPROVALS:**

Surekha Kanzig, Director  
Brian Makey, Chief Operating Officer  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT Bylaw No. 14/025, being the Procedure Bylaw, be read a first time.

**Summary:**

Council has requested that a comprehensive review of the current Procedure Bylaw be undertaken and revisions made to ensure that the bylaw is reflective of current and desired standards.

**Background:**

The existing Procedure Bylaw has been in place since June 2006, with minor revisions having been made to it during the past eight years. The needs of Council have changed since the bylaw was first adopted, and several Council Members have expressed a desire to see a new bylaw which is designed to meet current standards.

Administration has completed the requested review of the current bylaw, which included consultation with the current Council, review by a registered parliamentarian and an extensive legal review. Due to the number of updates required, a new bylaw is brought forward for consideration, as opposed to an amendment. For ease of reference, a summary of changes is provided as Attachment 2.

Subject to the proposed bylaw receiving third reading, adjustments will be required to the Council Presentation Request Policy, and potentially other documents to ensure that they are in alignment with the provisions of the approved bylaw.

**Rationale for Recommendation:**

The Regional Municipality of Wood Buffalo has grown substantially since the Procedure Bylaw was adopted in 2006. It is imperative that the procedures that govern Council meetings also adapt to the changing needs of the community and residents. The proposed bylaw incorporates the feedback received from Council Members and the recommendations of a registered parliamentarian. The bylaw submitted for consideration is designed to satisfactorily address the

needs of Council, and provide for Council and Council Committee meetings to be conducted in an orderly, efficient, and most importantly, transparent manner.

**Attachments:**

1. Bylaw No. 14/025
2. Summary of Proposed Changes