
REPORT NAME

Council Procedures Bylaw xx-25

IMPLICATIONS

Reason: n/a

Authority: (MGA section/bylaw/policy number): *Municipal Government Act*, section 145

Amount of funding required: n/a

Funding source: n/a

BACKGROUND

Legislative Services was tasked to update the current Procedures bylaw (04-21) in response to recent changes to the *Municipal Government Act (MGA)*. This bylaw establishes the process and procedures for the order and conduct that both Council and Council committee meetings will follow.

Notable updates in the bylaw are:

1. Several of the sections have been re-ordered to provide a clean flow for easy reading and reference.
2. Section 2 – Definitions
 - a) **Add** ‘closed session’ – the MGA changed the wording from in-camera to closed session in 2019 and still requires the closed part of a meeting to be conducted in accordance with the appropriate section of Division 1, Part 2 of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This change is reflected in section 4.5 of this bylaw.
 - b) **Add** ‘County’, ‘Delegation’ and ‘General Election’ – clarification.
 - c) **Add** ‘Electronic means’ – this is the most recent change in the MGA under section 199(2.1), which requires that all municipalities must provide for the public to participate electronically in public hearings held under Part 17. This is required, by bylaw, to be passed within six months from the coming into force of this subsection (passed on October 31, 2024). The provision of this requirement is outlined in section 8 of this bylaw.
3. Section 4 – Meetings
 - a) This section was changed from ‘Council and committee appointments’ to ‘Meetings’.
 - b) The order of meeting types was changed, putting the Organizational Meeting first.
 - c) An additional paragraph was added under section 4.1 that outlines the business for the Organizational Meeting.
 - d) Section 4.3 was updated by defining who can call a Special meeting (the Mayor), and a paragraph was added to specify notice for a Special meeting.

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Date: 03/11/25

- e) Section 4.5 was changed from *'In-camera'* to *'Closed session'* in compliance with section 197 of the MGA.
- f) Section 4.6 has additional wording to comply with requirements under section 199 of the MGA, which states:

'(3) A bylaw under subsection (2) or (2.1) must

(b) require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw,'

4. Section 5 – Council and Council Committee Appointments

Section 5.2(a) changed four-year *'period'* to *'term'*.

5. Section 8 – Public Participation by electronic means

- a) **New** - to address the requirements of section 199 of the MGA, specific to public hearings held under Part 17 of the MGA.
- b) Anyone wishing to participate electronically is required to register by the specified deadline.

6. Section 10 – Duties of the Mayor

Previously section 14, this was changed from *'Chair'* to *'Mayor'* and more detail provided to clearly outline the duties.

7. Section 10 – Duties of the Deputy Mayor

New - provision for coverage at meetings in the Mayor's absence through the duties of the Deputy Mayor.

8. Section 12 - Agendas

- a) Section 12.4, Late submissions: **new** – provision of allowing late submission agenda items.
- b) Section 12.5, Adoption of the agenda: **new** – clarification of adopting an agenda.
- c) Section 12.6, Order of business: **new** – provision of order in which the meeting is conducted and allows for changing the order if deemed appropriate.

9. Schedule A – Regular Council Meeting Agenda Category List

New – agenda category list, also states that a category(ies) may be removed at the discretion of the County Manager or designate *(if there are no items under a specific category, it will be removed)*.

There are other small changes throughout the bylaw which do not change the intent.

ATTACHMENTS

- 1. Council Procedures Bylaw xx-25 – red line
- 2. Council Procedures Bylaw xx-25 – draft

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