

BYLAW 22-25 to AMEND PROCEDURE BYLAW 06-25

Purpose

The purpose of Bylaw 22-25 is to amend Procedure Bylaw 06-25 to ensure compliance with conducting public hearings, Council and Committee meetings via electronic means under the *Municipal Government Act (MGA)*.

Readings

This Bylaw is ready for three readings.

Report, Analysis and Financial Implications

At the January 27, 2025 Regular Council meeting, Procedure Bylaw 06-25 was passed to update public hearing processes including the removal of the 15 minute public hearing break, and clarify the meeting procedures for electronic meeting participation.

At that time, Administration drafted new provisions to the Procedure Bylaw based on best practices implemented by some of the larger municipalities in the province and the review of the Bill 20 changes in the MGA for Council meetings.

Training held by Alberta Municipal Affairs in mid-April clarified the electronic requirements for Council meetings and public hearings required under Part 17 (planning) provisions of the *MGA*. As required under the *MGA*, these meeting changes must be completed by April 30, 2025. Municipal Affairs strongly advised at that training session that a legal review be conducted by every municipality to ensure explicit compliance.

The legal review of Procedure Bylaw 06-25 recommended amendments to sections 6.6 and 6.7 including:

- explicitly stating that Part 17 (planning) public hearings are provided for in the Procedure Bylaw as required under section 199 of the *MGA*;
- clarifying that the public "must" be given notice, allowed to participate and be given the ability to observe meetings and public hearings;
- clarifying that Council members when attending remotely for a closed session must be visible at all times;
- ensuring that roll call is taken to ensure accurate meeting and public hearing attendance; and
- clarifying that the video or audio of meetings will be posted on the website for a minimum of five (5) years and align with the Town's records retention policies.

Strategic Plan Goals

<input type="checkbox"/>	Responsibly Managed Growth
<input type="checkbox"/>	Strong Local Economy
<input checked="" type="checkbox"/>	Organizational Excellence

<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Enhanced Culture & Community Health

Community Engagement Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

These proposed amendments are required to ensure compliance with legislation. It is important that they are completed prior to the next scheduled public hearings in May.

Attachment(s)

1. Draft Procedure Amending Bylaw 22-25
2. Redlined Procedure Bylaw 06-25

Prepared by:
Cathy Duplessis
Legislative Affairs Manager
April 17, 2025