

Introduction

Meeting Procedures Bylaw

Draft Bylaw 2026-07 – Meeting Procedures



Focus of Updates

The updates to Parkland County's Meeting Procedures Bylaw are focused on the following:

- simplifying the wording to make the bylaw easier to read and understand,
- adding additional information to provide clarity to processes,
- adding, deleting or updating definitions and terms to align current practices, and
- adding, deleting or updating definitions and terms required by changes to the Municipal Government Act.

- ✓ **Clarity**
- ✓ **Housekeeping**
- ✓ **Legislation**



Clarity

Terms in Current Meeting Procedures Bylaw	Type of Change - Rationale	Proposed Change
	Clarity: Add definition of "Closed Session" and remove definition for "In-Camera" to use wording used in meeting agendas and that is recognized by residents and the organization	(6) "Closed Session" means a portion of a Council or Committee meeting that is not open to the public pursuant to Section 197 of the Municipal Government Act, RSA 2000 c M-26, to meet in private to discuss matters protected from disclosure;
(15) "In-Camera" means a Council or Council Committee meeting that is closed to the public pursuant to the Act at which only Council and other persons specified by Council may attend;	Clarity: delete definition of "In-Camera" and use definition for "Closed Session"	
(16) "Manager of LAS" means the Manager of Legislative and Administrative Services, who conducts administrative duties of the CAO pursuant to the Act s208(1)(a-f)(n-o) or his/her designate;	Clarity: Identify department by full name and update reference to the Act	(14) "Legislative and Legal Services" means the Manager of Legislative and Legal Services, or their delegate, who conducts administrative duties as delegated by the CAO pursuant to s. 208 of the Act;
	Clarity: add definition for "Pecuniary Interest"	(20) "Pecuniary Interest" means a matter being considered which an elected official knows or should know could monetarily affect the elected official, their immediate family including their spouse, partner, children, parents, or spouse's parents, an employer of the elected official, or a business or corporation in which the elected official or their immediate family has an interest;
6. In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of Council members present vote in favour of dealing with the matter under consideration.	Clarity: following the same procedures for each meeting demonstrates open governance	
7. A resolution waiving any provision of this Bylaw as provided for in Section 6 will only be effective for the meeting during which it is passed.	Clarity: following the same procedures for each meeting demonstrates open governance	
(4) The establishment of the regular meeting dates for Council, Governance and Priorities Committee, and Agricultural Service Board;	Clarity Housekeeping: update to remove the Agricultural Service Board	(4) The establishment of the regular meeting dates for Council meetings and Governance and Priorities Committee meetings;
	Clarity: add term to provide a rule for scheduling regular meeting during an election year, understanding that pursuant to the MGA Council retains the right to call special meetings at any time.	7. (5) a. In a year in which a general election is scheduled to occur, no Council meetings or Governance and Priorities Committee meetings shall be scheduled between nomination day and the organizational meeting.
11. The Manager of LAS will be responsible for posting public notice of changes to a Regular Meeting or notification of a Special Current Meeting at least twenty-four (24) hours in advance by:	Clarity: create two individual terms for clarity.	Revised to read: 9. When Council changes the date, time, or place of a regularly scheduled meeting, notice of the change shall be prepared and advertised in accordance with the Act and Parkland County's Advertising Bylaw. 10. Notice of Special Council Meeting shall be prepared and advertised pursuant to the Act and Parkland County's Advertising Bylaw.



Housekeeping

Terms in Current Meeting Procedures Bylaw	Type of Change - Rationale	Proposed Change
(1) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;	Housekeeping: simplify wording and update reference to legislation	(1) "Act" means the Municipal Government Act, RSA 2000 c M-26, any regulations thereunder, and as amended;
(3) "Administrator" means the designated staff member responsible for the administrative duties of a Council or Council Committee;	Housekeeping: remove this definition because the word does not appear anywhere in the bylaw	
(13) "CAO" mean the designated Chief Administrative Officer as defined in the Act or his/her designate;	Housekeeping - revise "his/her" to "their"	(4) "CAO" means the designated Chief Administrative Officer as defined in the Act or their delegate;
(7) "Challenge" means a member's expression of disagreement immediately following a decision of the Chair;	Housekeeping: Definition is not required because the process of a Challenge is detailed within the bylaw	
(8) "Council-in-Whole" means membership that includes all members of Council;	Housekeeping: remove this definition because the word does not appear anywhere in the bylaw	
(9) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;	Housekeeping: update reference to legislation	(7) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the <i>Local Authorities Election Act</i> ;
(11) "Councillor" means a member of Council elected pursuant to the Local Authorities Election Act;	Housekeeping: update reference to legislation	(9) "Councillor" means Mayor and members of Council elected pursuant to the <i>Local Authorities Election Act</i> ;
(18) "Member" means any member of Council or Council Committee;	Housekeeping	(16) "Member" means any member of Council or a Council Committee;
(30) "Recorded Vote" means the calling by a Member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;	Housekeeping: delete - term does not require a definition; see section on "Recorded Votes"	
(6) The appointments of Weed Inspectors, Pest Control Officers, Soil Conservation Officers, and Reclamation Inspectors, as required by the Province of Alberta; and	Housekeeping: delete - CAO Bylaw 2025-13 gives the CAO authority to appoint: inspectors under the <i>Agricultural Pests Act</i> , RSA 2000, c A-8; inspectors under the <i>Weed Control Act</i> , SA 2008, c W-5.1; soil conservation officers under the <i>Soil Conservation Act</i> , RSA 2000, c S-15; agricultural fieldmen under the <i>Agricultural Service Board Act</i> , RSA 2000, c A-10; inspectors and investigators under the <i>Environmental Protection and Enhancement Act</i> , RSA 2000, c E-12; and fire guardians under the <i>Forest and Prairie Protection Act</i> , RSA 2000, c F-19. Some appointments identified do not align with the Organizational meeting and are scheduled to come to Council during regular Council meetings.	
(2) Posting a notice on the County's website if time permits, and	Housekeeping: delete - the County's Advertising Bylaw provides the flexibility we need to ensure that we communicate changes in as many ways as possible to residents - included posting to Parkland County's website	



Legislative

Terms in Current Meeting Procedures Bylaw	Type of Change - Rationale	Proposed Change
	Legislative Requirement: add definition	(13) "Electronic Communication" means a system that enables a Council Member, individual or group who are not physically in the room where a meeting is held, to attend the meeting. This includes, but is not limited to, teleconferencing or online meeting management systems;
	Legislative Requirement: add section requiring all Members to attend section 193 of the MGA states: 193(1) <u>A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.</u>	6. All Members must attend the Organizational Meeting.
(7) Affirmation of Council Conduct.	Legislative Requirement: delete - Bill 50 resulted in changes to the <i>Municipal Government Act</i> preventing Councils from making a bylaw or resolution that addresses councillor conduct or behavior	
	Legislative Requirement: add term	(2) Public Hearings must have Electronic Communication options for participation.



Additional topics for Consideration

❖ **Consent Agendas**

Add terms to the bylaw for use of Consent Agendas

❖ **Deputy Mayor Rotation**

Revise term to allow for a Councillor to not serve as Deputy Mayor



Bylaw Process

Step	Date	Action
1	February 17, 2026	Introduce draft bylaw
2	February 17, 2026	Governance and Priorities Committee discusses draft bylaw and received presentation for
3	March 10, 2026	Present Bylaw 2026-07 – Meeting Procedures for first reading
4	March 10, 2026	Council Members may put forward motions to amend Bylaw 2026-07
5		Administration amends the bylaw according to resolution(s) passed by Council
6	March 24, 2026	Present Bylaw 2026-07 – Meeting Procedures for second reading
7	March 24, 2026	Council Members may put forward motions to amend Bylaw 2026-07; or Give third reading to Bylaw 2026-07
8 <i>If needed</i>		Administration amends the bylaw according to resolution(s) passed by Council
9 <i>If needed</i>	April 14, 2026	Present Bylaw 2026-07 – Meeting Procedures for third reading



Questions?

