




Subject: **Bylaw 1919, Procedural Bylaw**

Meeting Date: Tuesday, April 22, 2025

Prepared By: Carolyn Van der Kuil, Legislative Services Manager

Presented By: Carolyn Van der Kuil, Legislative Services Manager

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- Municipal Government Act, Municipal Affairs Statutes Amendment Act (Bill 20)

Council Bylaw/Policy (cite)- Bylaw #1846, Procedural Bylaw

BACKGROUND/PROPOSAL:

Following the proclamation of the Municipal Affairs Statutes Amendment Act (Bill 20) in October 2024, Administration conducted a review of Kneehill County's Procedural Bylaw to ensure compliance with the new requirements for virtual attendance at public hearings and the management of Council members' conflicts of interest.

During this time, Administration also completed a more thorough review of the bylaw as a whole and made proposed updates throughout for the purpose of enhancing the overall understanding and effectiveness of the bylaw.

The Committee of the Whole reviewed the proposed Bylaw on April 15, 2025, and suggested several changes, which are highlighted in blue font.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Changes to the Procedural Bylaw are required in response to the passing of Bill 20, which requires municipalities to allow virtual attendance to all public hearings. These changes have been reflected under section Section15 Electronic Meetings and Part 6 Public Hearings.

Bill 20 also specifically identified conflict of interest for members of a Council in the Alberta Municipal Government act (MGA) and added criteria around what could be considered a conflict of interest. These changes have been reflected under Section 41, Voting- Pecuniary Interest and Conflict of Interest.

Some other key changes to the bylaw include:

- Definitions included for Electronic Means, Group in Public Hearing, and Public Hearing Scheduled Through Special Council Meeting and the removal of the Friendly Amendment Definition.
- Role of Reeve- removing permission to invite people forward from the audience to speak.
- Acting Chair- No provisions were currently in place to select Acting Chair
- Regular Meetings of Council- More clarity on how regular meeting dates will be set.



- Special Meetings- Change title to Special Council Meetings to align with Municipal Government Act Section 194
- Clarity regarding Organizational Meeting Procedures and agenda.
- Align delegation request deadlines with the corresponding deadlines for Administration's reports.
- Meetings by Electronic Means
 - Council members are still able to attend Council and Committee meetings by electronic means if they are unable to attend in person. The County will also maintain its practice of livestreaming Council Meetings, Committee of the Whole Meetings, Special Council Meetings, Organizational Meetings, and Public Hearings as it currently does.
 - The Public are now able to attend Public Hearings by Electronic Means.
 - Council members may attend closed sessions via electronic means during regular Council meetings or Committee of the Whole meetings. However, they cannot participate in closed sessions held during public hearings due to meeting security considerations.
 - Recording, Broadcasting and/or Streaming Council/Special/Committee of the Whole/Public Hearings/Organizational Meetings title changed to Recording and Live Streaming Meetings.
 - Addition of the Official record of meetings shall be the approved minutes as required by the Municipal Government Act.
 - Emergent Business- Wording County Manager changed to Chief Administrative Officer (CAO),
 - Proceedings-
 - Pecuniary Interest removed from here and placed into section 41
 - Recording of Motions removed from here and placed into section 40
 - Recorded Vote removed from here and placed into section 40
 - Voting on Motions title changed to Voting and Recorded Votes
 - No provision was in place for the process of how votes are taken regularly and during a recorded vote.
 - Voting-Pecuniary Interest and Conflict of Interest; Process identified if a Council has a Pecuniary Interest or a Conflict of Interest.
 - Public Hearings Part Six Amended for the allowance of virtual attendance at a public hearing.
 - A process has been outlined for participants who wish to speak virtually during a public hearing.
 - Anyone can still listen to and watch the public hearing through Kneehill County's Livestream without prior registration.
 - Only those who wish to speak virtually regarding the bylaw need to follow the specified registration process.
 - Process for meetings that will meet or exceed the seating capacity of Council Chambers
 - Removal to any reference to Friendly Amendment.

The new proposed Bylaw #1919 would repeal and replace the current Procedural Bylaw # 1846.

FINANCIAL & STAFFING IMPLICATIONS:

N/A

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Proposed Bylaw# 1919

Current Procedural Bylaw 1846

COUNCIL OPTIONS:

1. Pass all three readings to Bylaw 1919 (with unanimous consent for third reading)
2. Pass two readings to Bylaw 1919 and bring third reading to the next Council Meeting.
3. Direct administration to bring further information
4. Receive for information.

RECOMMENDED MOTION:

That Council provide first reading to Bylaw 1919, that being a bylaw for the purpose of regulating meeting proceedings for Council and Council Committee meetings.

That Council provide second reading to Bylaw 1919, that being a bylaw for the purpose of regulating meeting proceedings for Council and Council Committee meetings.

That Council provide unanimous consent to hold third reading.

That Council provide third and final reading to Bylaw 1919, that being a bylaw for the purpose of regulating meeting proceedings for Council and Council Committee meetings.

FOLLOW-UP ACTIONS:

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved- ☒

