

COUNCIL REQUEST FOR DECISION

MEETING DATE: August 18, 2025

SUBMITTED BY: C. Belke, City Clerk

PREPARED BY: C. Belke, City Clerk

REPORT TITLE: Bylaw No. 1232-2025 - Council Procedures Bylaw (1st, 2nd and 3rd Readings)

EXECUTIVE SUMMARY

Bylaw No. 1232-2025 is an updated version of the Council Procedures Bylaw, which, upon approval, would replace Bylaw No. 932-2001, the existing Council Procedures Bylaw.

RECOMMENDATION

That Council gives Bylaw No. 1232-2025 first reading.

That Council gives Bylaw No. 1232-2025 second reading.

That Council unanimously agrees to consider all three readings of Bylaw No. 1232-2025 at the same meeting.

That Council gives Bylaw No. 1232-2025 third reading.

COUNCIL HISTORY

The Council Procedures Bylaw No. 493-2001, was adopted on January 9, 2001, and has been amended six times, most recently on November 20, 2023.

BACKGROUND / RATIONALE

Bylaw No. 1232-2025, the proposed new version of the Council Procedures Bylaw, was developed based on input from Council at the Strategic Planning Committee meeting on March 1, 2025, and the July 7, 2025, Council Meeting, research into similar bylaws in place in various other Alberta municipalities, and incorporation of current practices of Leduc City Council. Also, the new version of the bylaw adds some procedural details that were not included in the current version but contained within Robert's Rules of Order. By including these details in the Council Procedures Bylaw, necessary and clear procedural guidance is readily available without a need to reference Robert's Rules of Order.

Following is an overview of the most substantial changes from Bylaw No. 493-2001 (the current Council Procedures Bylaw) to Bylaw No. 1232-2025 (the proposed, new Council Procedures Bylaw).

Duties Of The Mayor and Deputy Mayor

The new bylaw expands on the definition of the Mayor's duties and delegation of duties to the Deputy Mayor. It also provides more detail of the chairing of meetings, including allowing the Mayor to delegate this responsibility.

Meetings

The new bylaw adds a section describing the types of meeting that Council holds and some details about each of those meeting types.

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Agendas

Updated to:

- adjust the order of some agenda items to better reflect the currently used meeting structure;
- add or delete specific agenda items to reflect the current meeting structure;
- combine “Old Business” and “New Business” into one category, “Business”; and
- add Notices of Motion and Council Motions (which are addressed below).

General Rules of Council Meetings

This part of the bylaw has also been expanded by adding new sections to address improper conduct in Council Chambers during a meeting and describe a process for the selection of Councillors’ seats in Council Chambers. This new “General Rules of Council Meetings” part of the bylaw also includes some sections that were under different headings in the old bylaw.

Meeting Proceedings

This is a new part that has been added to the new version of the bylaw. It includes an expanded explanation of how Consent Agendas work. There is an addition of Notices of Motion, which did not exist in Bylaw No. 493-2001. “Notices of Motion” provides an individual Councillor an alternative process they can utilize to get a matter in front of Council for consideration. Points of Order, Points of Privilege, and Challenges of the Chair have been added to the bylaw. These exist under Robert’s Rules but including them into the bylaw makes it clearer to Council and the public that these procedures are available during a meeting, and how they should be implemented. The sections about the use of Electronic Communication for virtual attendance at Council Meetings has been simplified and is a better reflection of current practices.

Motions

This is a new part that has been added to the bylaw to list and describe various types of procedure-based motions that Council can make during a Council Meeting. These were not included in the old version of the bylaw which meant that they were defined by Robert’s Rules of Order. Including them in the bylaw provides clarity for Council and the public.

Advisory Committees or Boards

This part of the bylaw has been expanded to reflect current practices, and to introduce a definition of “ad hoc working groups” with different requirements than those for Boards or Committees.

Committee-Of-The-Whole

New sections have been expanded to reflect our current practice of embedding CoW meetings into a regular Council Meeting, rather than hold stand-alone CoW meetings.

Public Hearings

Public Hearings are not addressed in the old version of the bylaw. While most of the procedures for Public Hearings are still contained in the Municipal Government Act, sections have been added to the new version of the bylaw to define the City’s use of “non-statutory public hearings” and to establish rules for registration for virtual participation in a public hearing, which are required due to recent amendments to provincial legislation.

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Enactment

It is proposed that the new version of the bylaw come into force on November 3, 2025, which is the date that Council will be sworn-in following the 2025 general election.

STRATEGIC / RELEVANT PLANS ALIGNMENT

N/A

ORGANIZATIONAL IMPLICATIONS

ADMINISTRATION:

N/A

RISK ANALYSIS: FINANCIAL / LEGAL:

There are no financial or legal implications. Section 145(1) of the *Municipal Government Act* allows Council to, by bylaw, establish the procedures to be followed by Council.

IMPLEMENTATION / COMMUNICATIONS:

The Bylaw, as drafted, would come into force on November 3, 2025. At that time, Bylaw No. 1232-2025, would be posted on the City's website.

ALTERNATIVES:

- Council could choose to not give all three readings to Bylaw No. 1232-2025 in one meeting. If this were to occur, the bylaw would be brought back to the September 8, 2025, meeting for consideration of outstanding reading(s).
- Council could amend Bylaw No. 1232-2025.
- Council could defeat passage of Bylaw No. 1232-2025, thereby leaving Bylaw 493-2001, in place in its current form. If this is Council's will, further to the Province's recent directive Administration would bring forward a single amendment specifying that the public may participate in public hearings by electronic means.

ATTACHMENTS

- Bylaw No. 1232-2025 - Council Procedures Bylaw
- Bylaw No. 493-2001 - Council Procedures Bylaw