



Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Organizational Meeting of Council
Meeting Date: October 22, 2024
Originated By: Matt Janz, Interim Chief Administrative Officer
Title: Scheduling of Regular Council and Committee of the Whole Meetings

PROPOSAL & BACKGROUND

As per Alberta Municipal Government Act (MGA) Section 193(1), Council may decide to hold regularly scheduled meetings on specific dates, times, and places.

Administration is bringing forward the proposed schedule for Regular Meetings of Council and Committee of the Whole Meetings for 2025, including budget deliberations for the 2026 budget later in the year and cancellations due to the proximity to the municipal election.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

All meetings have already been scheduled for 2024, however, the meetings for 2025 need to be scheduled by Council. Council currently holds the Regular Meetings of Council on the second and fourth Tuesday of each month, and its Committee of the Whole Meetings on the third Tuesday of each month.

As such, Administration is recommending that Council continue to schedule Regular Meetings of Council on the second and fourth Tuesday of each month, and its Committee of the Whole Meetings on the third Tuesday of each month with the meetings commencing at 9:00 a.m. in Council Chambers.

Administration would also suggest keeping either the July 22, 2025 or August 12, 2025 Regular Meeting of Council scheduled with the intention of this meeting being **only** to address any Development and/or Subdivision Applications that have been received to avoid delays on processing the applications over the summer months.

The following dates are being brought forward for Council's consideration for cancellation in 2025:

1. Regular Meetings of Council:
 - a. July 22, 2025 **or** August 12, 2025 – Summer
 - b. September 9, 2025 – Proximity to municipal election
 - c. September 23, 2025 – Proximity to municipal election
 - d. October 14, 2025 – Proximity to municipal election
 - e. November 11, 2025 – Remembrance Day
 - f. December 23, 2025 – Proximity to Christmas break
2. Committee of the Whole Meetings:
 - a. January 21, 2025 – Provincial ASB Conference
 - b. March 18, 2025 – RMA Spring Convention
 - c. June 17, 2025 – Summer
 - d. July 15, 2025 – Summer
 - e. August 19, 2025 – Summer
 - f. September 16, 2025 – Proximity to municipal election
 - g. October 21, 2025 – Proximity to municipal election
 - h. November 18, 2025 – RMA Fall Convention

Additionally, Administration would like to schedule a separate 3-day Committee of the Whole meeting to facilitate 2026 budget deliberations starting on Wednesday, November 5, 2025 at 9:00 a.m. in Council Chambers and running through to Friday, November 7, 2025 (as required).

REFERENCE TO STRATEGIC PLAN

N/A

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Alberta Municipal Government Act, R.S.A. 2000, c. M-26, Section 193(1)

COSTS & SOURCE OF FUNDING

N/A

COMMUNICATIONS STRATEGY

Scheduled meeting dates including cancellations will be available on the M.D. Website under Agendas and Minutes and the cancellation dates will also be posted in the main building lobby.

ADMINISTRATION RECOMMENDED ACTION

THAT Council approves holding its Regular Meetings of Council on the second and fourth Tuesday of each month and its Committee of the Whole Meeting on the third Tuesday of each month with the meetings commencing at 9:00 a.m. in Council Chambers for the year of 2025 with the exception of the following meeting dates:

- January 21, 2025 – Committee of the Whole Meeting;
- March 18, 2025 – Committee of the Whole Meeting;
- June 17, 2025 – Committee of the Whole Meeting;
- July 15, 2025 – Committee of the Whole Meeting;
- July 22, 2025 **or** August 12, 2025 – Regular Meeting of Council;
- August 19, 2025 – Committee of the Whole Meeting;
- September 9, 2025 – Regular Meeting of Council;
- September 16, 2025 – Committee of the Whole Meeting;
- September 23, 2025 – Regular Meeting of Council;
- October 14, 2025 – Regular Meeting of Council;
- October 21, 2025 – Committee of the Whole Meeting;
- November 11, 2025 – Regular Meeting of Council;
- November 18, 2025 – Committee of the Whole Meeting; and
- December 23, 2025 – Regular Meeting of Council.

AND FURTHERMORE, THAT Council approves scheduling a Committee of the Whole meeting for November 5, 2025 to commence at 9:00 a.m. in Council Chambers for 2026 budget deliberations and directs Administration to schedule three (3) full days for the meeting, as required.

COUNCIL OPTIONS

1. THAT Council approves holding its Regular Meetings of Council on the second and fourth Tuesday of each month and its Committee of the Whole Meeting on the third Tuesday of each month with the meetings commencing at 9:00 a.m. in Council Chambers for the year of 2025 with the exception of the following meeting dates:

- ...;

AND FURTHERMORE, THAT Council approves scheduling a Committee of the Whole meeting for _____, 2025 to commence at 9:00 a.m. in Council Chambers for 2026 budget deliberations and directs Administration to schedule three (3) full days for the meeting, as required.

2. THAT Council refers the Scheduling of Regular Council and Committee of the Whole Meetings back to Administration for additional information regarding _____ and to bring it back to the November 12, 2024 Regular Meeting of Council.

Report Approval Details

Document Title:	Scheduling of Regular Council and Committee of the Whole Meetings - 2025.docx
Attachments:	
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin