



SMALL CENTRE TOOLKIT

COLLABORATIVE SYSTEM DEVELOPMENT

PROCESS OF MUNICIPAL GOVERNMENTS

MARCH 2019



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ACKNOWLEDGEMENTS

As we collectively strive to understand the historic and ongoing relationship between settlement and the land on which we are located, AAISA respectfully acknowledges that the province of Alberta is comprised of Treaty 6, Treaty 7, and Treaty 8 territories, and is the traditional lands of First Nations and Métis peoples.

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Note: Throughout this document, clicking on underlined text will direct to various websites and resources.

PROCESS OF MUNICIPAL GOVERNMENTS

Canada has three levels of government: federal, provincial or territorial, and municipal government.

The municipal government receives its power from the provincial or territorial government and is governed by the *Municipal Government Act* that state the purposes of municipalities.

Municipal governments consist of a **council** that are made up of a **mayor** and **councillors**. The city or town council decides on by-laws that deal with issues that concern their community through **committees** that are made up of councillors. This can include public parks, libraries, social services, garbage removal, recycling, public transportation, local police and fire services.

This document provides details on the processes of municipal governments in centres across Alberta. Sources are linked throughout the document and further detail can be found on each municipality's website.

BANFF

Town Council

Banff Town Council consists of an elected mayor and six elected councillors

Town Council Meetings are open to the public and are held at Banff Town Hall. Members of the public can register to speak on a specific agenda item or book time to present on a topic as a delegation.

Public Hearings are opportunities for the public to speak to council on specific bylaws. Members of the public can register to speak at Public Hearing of Banff Town Council.

Committees

Banff has advisory committees, boards and two corporations that provide support and advice to the town council. Each link provides more detail on the focus of the committee.

Advisory Committees

- [Community Art Committee](#)
- [Finance Committee](#)
- [Council Compensation Review Committee](#)
- [Community Housing Strategy Committee](#)

Boards

- [Assessment Review Board](#)
- [Banff Public Library Board](#)
- [Development Appeal Board](#)

Corporations

- [Banff Heritage Corporation](#)
- [Banff Housing Corporation](#)

- [Municipal Planning Commission](#)

BROOKS

City Council

[Brooks City Council](#) consists of an elected [Mayor](#) and six elected [Councillors](#).

City Council Meetings are held twice a month at [Brooks City Hall](#), the agendas can be found [here](#). Members of the public can [register](#) to make a presentation to Council as a delegation.

Committees

The City of Brooks has many [Boards, Committees and Commissions](#). However, the City of Brooks has two main committees: [Council Committee](#) and the [Municipal Planning Commission](#). Further information and agendas can be found [here](#).

CALGARY

City Council

Calgary City Council consists of an elected [Mayor](#) and fourteen [Councillors](#).

Council meetings consist of reviewing reports and approving or editing recommendations within them. These reports are provided in advance in the [Council meeting agenda](#). Council meetings are usually held on Mondays and the public is open to attend any public Council meeting in person or watch remotely [online](#). Members of the public can attend and speak to items during a Public Hearing which are held once a month. More information on how to attend a City Council or committee meeting can be found [here](#).

Committees

There are four Standing Policy Committees (SPCs) that report directly to Council. The reports are worked on by a Council committee before going to Council.

- [Community and Protective Services Committee \(SPC on CPS\)](#)
- [Planning and Urban Development \(SPC on PUD\)](#)
- [Transportation and Transit \(SPC on T&T\)](#)
- [Utilities and Corporate Services \(SPC on UCS\)](#)

City Councillors and the public participate in over 60 boards, commissions, and committees that make reports and recommendations to City Council on a variety of topics. Public members for

many of the boards, commissions and committees are recruited annually. More information about boards, commissions and committees including committee descriptions, members, mandates and meeting dates can be found [here](#).

EDMONTON

City Council

Edmonton City Council consists of an elected Mayor and twelve elected Councillors.

City Council Meetings are open to the public and are held at Edmonton City Hall. Edmonton City Council also holds Public Hearings where members of the public can register to speak on specific agenda items.

Committees

Edmonton has nine [committees](#) comprised of members of City Council. Each committee focuses on different areas within the City of Edmonton. Topics relevant within each committee are discussed and decided at committee level prior to going to City Council for approval. Each link provides more detail on the organization and focus of the committee.

- [Audit Committee](#)
- [City Manager and City Auditor Performance Evaluation Committee](#)
- [Code of Conduct Sub-Committee](#)
- [Community and Public Services Committee](#) (**Note:** The mandate of this committee includes issues and policies that impact newcomers)
- [Council Services Committee](#)
- [Executive Committee](#)
- [Inter-municipal and Regional Development Committee](#)
- [Urban Planning Committee](#)
- [Utility Committee](#)

FORT MCMURRAY

City Council

Fort McMurray falls within the Regional Municipality of Wood Buffalo (RMWB). RMWB Council consists of an elected Mayor and ten elected Councillors.

Council meetings are held twice a month and are open to the public, agendas and minutes can be found [here](#).

Committees

RMWB Council has several [Boards and Committees](#) that support the Wood Buffalo community in a volunteer capacity. The Boards provide advice and inform the Mayor and Councillors on matters that impact the public. Each link provides more information on the Boards and Committees.

Committees

- [Advisory Committee on Aging](#)
- [Communities in Bloom Committee](#)
- [Community Identification Committee](#)
- [Public Art Committee](#)
- [Regional Advisory Committee on Inclusion, Diversity and Equality](#)
(includes community members that work in settlement services)

Boards

- [Assessment Review Boards](#)
- [Fort McMurray Airport Authority](#)
- [Regional Recreation Corporation Board](#)
- [Subdivision and Development Appeal Board](#)
- [Wood Buffalo Housing and Development Corporation Board](#)
- [Wood Buffalo Regional Library Board](#)

Commission

- [Combative Sports Commission](#)

GRANDE PRAIRIE

City Council

Grande Prairie City Council consists of an elected [Mayor](#) and eight elected [Councillors](#).

City Council meetings are held every second Monday except for Saturday Holidays. Council and Committee meetings are open to the public to attend and agendas and minutes can be found [here](#).

Committees

There are several Boards, Committees and Commissions that the City Council of Grande Prairie has formed or participates in. A full list can be found [here](#).

- [Arts Development Committee](#)
- [Assessment Review Board](#)
- [Combative Sports Commission](#)

- [Community Enhancement Advisory Committee](#)
- [Council Remuneration Review Committee](#)
- [Downtown Business Improvement Area \(BIA\) Board](#)
- [Economic Development Strategic Planning & Advisory Committee](#)
- [Grande Prairie Airport Commission](#)
- [Grande Prairie Library Board](#)
- [Pursuit of Excellence Committee](#)
- [Revolution Place Advisory Board](#)
- [Subdivision and Development Appeal Board](#)

LETHBRIDGE

City Council

Lethbridge City Council consists of an elected [Mayor](#) and eight elected [Councillors](#). Council meetings are held biweekly and are open to the public, Council meetings consist of listening to presentations, asking questions, reviewing reports or written submissions, and considering recommendations written within them. Council meeting agenda and minutes can be found [here](#).

Committees

Council members are appointed to committees, and the City regularly recruits volunteers from the community to serve on them, as well.

A list of all boards, commissions, and committees list can be found [here](#).

LLOYDMINSTER

City Council

[Lloydminster City Council](#) consists of an elected Mayor and six Councillors. City Council meetings are held twice a month and are open to the public to attend and are live-streamed via [YouTube](#). Lloydminster City Council meeting [schedule](#) is posted online and City Council [agendas and meeting minutes](#) are available to access online.

The public is open to speak at a Council meeting or Governance and Priorities Committee (GPC) meeting. More information on how to submit a request to present at a public meeting can be found [here](#).

MEDICINE HAT

City Council

[Medicine Hat City Council](#) consists of a Mayor and eight Councillors, elected for a term of four years. The public can attend City Council meetings and can access to meeting [minutes and agendas](#) and [meeting videos](#).

Committees

There are eight [standing committees](#) that are part of the City of Medicine Hat corporate governance. A list is provided with links to each committee.

- [Administrative Committee](#)
- [Administrative & Legislative Review Committee](#)
- [Audit Committee](#)
- [Corporate Services Committee](#)
- [Development and Infrastructure Committee](#)
- [Energy and Utilities Committee](#)
- [Heritage Resources Committee](#)
- [Public Services Committee](#)

RED DEER

City Council

[Red Deer City Council](#) consists of a [Mayor](#) and eight [Councillors](#). City Council meets every two weeks, on Mondays. Regular Council meetings are broadcast by live stream on the [council agendas and minutes](#) webpage.

City Council meetings are open to the public and the public is open to [request](#) an item on the agenda.

Committees

There are a total of nine [committees, commissions and boards](#). A full list is provided with a link to each.

- [Appeal Boards](#)
- [Audit Committee](#)
- [Community Housing Advisory Boards](#)
- [Family & Community Support Services \(FCSS\)](#)
- [Governance and Policy Committee](#)
- [Mayor's Recognition Awards Committee](#)

- Municipal Planning Commission (MPC)
- Nomination Committee
- Public Art Commission