

MGA FACT SHEET: NOTICE REQUIREMENTS

Requirements for Pre-Budget Meeting, Regular Meetings, and Special Meetings

Pre-Budget Meeting

- ✓ The *Municipal Government Act* (MGA) requires a public meeting in respect of the financial plan, which replaces old annual meetings (annual general meetings).
- ✓ Must take place at least 2 weeks prior to adoption of financial plan (operating and capital budgets), but can be earlier in the budgeting cycle.
- ✓ Can be part of a regular meeting of council where financial plan information and considerations are shared with the public, a special meeting, or a more interactive session where submissions and discussions are held.
- ✓ Notice must be given regarding this pre-budget meeting in accordance with the notice requirements below.
- ✓ If the discussion is to be dealt with at a regular meeting, public notice is required advising that information will be provided regarding the financial plan at that meeting.
 - Reference: MGA s. 151.

Notice Requirements – MGA and Procedural Bylaw Regulations

- ✓ Councils are required to establish and publish a **regular meeting schedule** for council meetings (minimum 6 per year) and council committee meetings, which is published by:
 - a) Electronic means (at minimum a website available to the general public); AND
 - b) At least one other means, including a sign or poster (place accessible to the public), newsletter, or newspaper.
 - References: MGA s. 110 and Procedural Bylaw Regulations ss. 1(2) and s. 2.
- ✓ For notice of **change in meeting date, time or place** (for public and for Council) – 24 hours public notice must be provided by:
 - a) Electronic means (website) AND
 - b) At least one other means, including a sign or poster (place accessible to the public) AND
 - c) Notice directly to members of council in form requested (telephone, email, or text)
 - References: MGA s. 110 & 121 and Procedural Bylaw Regulations ss. 1(2) and s. 4.
- ✓ Public notice of a **special meeting** must include a description of the business to be discussed and must be provided at least 24 hours prior to the meeting by:
 - a) Electronic means (website) AND
 - b) Sign or poster (place accessible to the public)
 - References: MGA s. 121 and Procedural Bylaw Regulations ss. 1(2), s.3 and s. 4.

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- ✓ Changes in notice requirements do NOT affect *Planning Act* meetings for plan and bylaw amendments.

	Notice Requirements	Statutory Reference
<p>Regular Meetings annual schedule – min. of 6 per year open to the public, may be closed where permitted under the MGA*</p>	<ul style="list-style-type: none"> ✓ Electronic (website) ✓ One of: sign or poster (place accessible by public), newsletter, newspaper ✓ Includes time, date, place 	MGA s. 110 & Procedural Bylaw Regulations ss. 1(2) and s. 2
<p>Special Meetings called by CAO at request of Mayor or majority of Councillors, open to public except where permitted to be closed under MGA*</p>	<ul style="list-style-type: none"> ✓ 24 hours' notice to public ✓ Electronic (website) ✓ Sign or poster (place accessible by public) ✓ Notice to councillors ✓ Includes reason for meeting 	MGA s. 121 & Procedural Bylaw Regulations ss. 1(2), s. 3, s. 4
<p>Meeting changes time, date or place of meeting</p>	<ul style="list-style-type: none"> ✓ 24 hours' notice to public ✓ Electronic (website) ✓ Sign or poster (place accessible by public) ✓ Notice to councillors 	MGA s. 110 & Procedural Bylaw Regulations ss.1(2) and s. 4
<p>Committee meetings scheduled in advance or called as a special meeting, open to the public except where permitted to be closed under the MGA*</p>	<ul style="list-style-type: none"> ✓ Scheduled – follow regular meeting requirements ✓ Called as a special meeting – follow special meeting requirements 	
<p>Changes in notice requirements do NOT affect <i>Planning Act</i> meetings for plan and bylaw amendments</p>		

* See S.119 of the MGA for full details on closed meetings