

MUNICIPAL LEADERS CAUCUS MEETINGS

POLICY NO. EV002

PURPOSE

1. The Municipal Leaders Caucus meetings policy (the “Policy”) establishes that MLC events are held on a semi-annual basis every spring and summer and enable Alberta municipalities to learn about and provide input into ABmunis policies, programs, advocacy and to network with their peers and other government officials.

DEFINITIONS

2. In this Policy:
 - a. “**ABmunis**” means the Association of Alberta Municipalities.
 - b. “**Board**” means the ABmunis Board of Directors.
 - c. “**Board Member**” means a member of the ABmunis Board of Directors.
 - d. “**CEO**” means the person appointed by the ABmunis Board of Directors as Chief Executive Officer.
 - e. “**RFD**” Request for Decision
 - f. “**Mayor**” means the Chief Elected Official of a Regular Member.
 - g. “**MLC**” means Municipal Leaders Caucus.
 - h. “**MLC Participants**” refers to all persons attending the MLC.
 - i. “**Regular Member**” means a Regular Member as defined in the ABmunis Bylaws.

POLICY

Scheduling and Attendance

3. The Board will determine the location and dates of the semi-annual MLC meetings and will approve the registration fee and total costs as part of the annual budget process.
4. Typically, meetings are held in spring and summer.
5. The spring MLC consists of one program in one location which occurs over multiple days.
6. The summer MLC consists of a regionalized program which spans over multiple days.
7. The MLC may be attended by:
 - a. The Mayor, Councillors, and Chief Administrative Officer (or a designate for the Chief Administrative Officer) of a Regular Member (i.e. there is no restriction on the number of attendees),
 - b. Members of the Rural Municipalities of Alberta (RMA) including their Board of Directors

- c. Media, subject to sections 31-35 of this policy,
 - d. Members of the provincial and federal government and
 - e. Public organizations whose work aligns with ABmunis advocacy priorities and/or whose services pertain to municipalities.
8. ABmunis retains the right to refuse entry to anyone listed in the groups in section 7.
9. Attendance by individuals outside of the groups listed in section 7 is subject to approval.
10. Third parties including provincial parties are prohibited from distributing any materials during the MLCs, without approval from the CEO.

Content

11. The ABmunis President or a designated Board Member will be the chair of the MLC meeting.
12. The agenda for each MLC meeting will be established by the Board.
13. The CEO will develop the program materials and provide to Board Members.
14. Where permission has been granted, materials will be made available to members after the MLC meetings.
15. Following each MLC, an event evaluation form will be made available online, allowing members have the opportunity to provide feedback on content and approach for future MLC events.

Request for Decision (Spring MLC Only)

16. ABmunis, a Regular Member, or a group of Regular Members have the opportunity to submit an RFD, for consideration at the spring MLC, that proposes action on a municipal matter that should be considered before the resolution process at the annual ABmunis Convention.
17. The RFD template and information on the submission process and deadline will be provided to Regular Members in advance of each MLC meeting.
18. Submitters must provide evidence that their respective Council approved the RFD.

19. ABmunis Administration will review RFDs as they are submitted and advise submitters if an RFD:
- a. Could trigger any of the criteria set out in Section 22;
 - b. Addresses a topic covered by an active resolution;
 - c. Contradicts existing ABmunis policy;
 - d. Poses potential risks for Alberta Municipalities or any of the association's members as a result of publishing, debating, and/or the voting results.
 - e. Should be combined with a similar RFD being submitted by another municipality; or
 - f. Has any further deficiencies such as:
 - i. Absence of any indication of the RFD being endorsed by the council of the submitting municipality;
 - ii. Unclear, contradictory, incorrect, or misleading statements;
 - iii. Lack of enough background information to justify the action being proposed; or
 - iv. Incorrect formatting.
20. ABmunis Administration may edit RFDs for consistency with the ABmunis template, clarity, grammar, and punctuation without the formal approval of the submitting municipalities, so long as the edits do not change the intent of the RFD and the submitter is informed.
21. The RFD will then be forwarded to ABmunis Executive Committee or Board for consideration.
22. To preserve ABmunis credibility, Executive Committee and Board reserves the right to ensure issues raised by RFDs are related to municipal interests and do not:
- a. Involve conflicts between individual municipalities;
 - b. Involve conflicts between individual municipalities and citizens, other organizations, etc.;
 - c. Involve internal issues of a municipality;
 - d. Promote the interests of individual businesses;
 - e. Direct a municipality to take a course of action;
 - f. Result in the perception that ABmunis is partisan and supports a political party or candidate; or
 - g. Lack the clarity required to determine the issue and/or what is being asked of the ABmunis.
23. If Section 22 conditions exist, the Executive Committee or Board may reject the proposed RFD and notify the submitter with an explanation of why the RFD will not be considered at Spring MLC.
24. The submitter of a rejected RFD may appeal the decision by bringing forward a motion at the RFD Session for the RFD to be considered, and the decision can be reversed by 2/3 majority of votes cast.

25. During the MLC, the RFD submitter has the opportunity to explain the RFD and its proposed action.
26. Members can share their views and ask questions during a discussion and debate period.
27. The RFD submitter may agree to revise the originally proposed action as a result of the discussion and debate.
28. Elected Officials of Regular Member municipalities who are registered to attend are eligible to vote.
29. The RFD is approved if a 51% or greater majority of votes cast are in favour.
30. If the RFD is not approved, no further action is taken, and the matter is closed.
31. The Board determines the action to be taken on approved RFDs.
32. ABmunis will advise members on the actions taken on approved RFDs.

Voting on Other Matters

33. Votes require a 51% or greater majority of votes cast to be considered passed.

Board Member Attendance and Responsibilities

34. A Board Member is expected to make every effort to attend the Spring MLC.
35. Attendance at the summer MLC is typically according to the provincial region in which the event is hosted (Board Members are encouraged to attend those MLC events close to their respective electoral zones).
36. A Board Member may be requested to present or facilitate an agenda item.
37. All Board Members are expected to support ABmunis policy and advocacy positions when sharing their views with members.

Media Guidelines

38. As indicated in ABmunis Policy BD004 – Media Relations, a media relations strategy will be developed for each MLC and will outline the guidelines for media representatives attending the MLC.

39. Information presented at the MLC is the responsibility of the presenters and does not necessarily represent the views, policies or positions of ABmunis.
40. Media may not be permitted to MLC sessions where privileged or sensitive discussions are taking place. Media will be advised in the event that a session is closed to the public.
41. Members of the media who fail to comply with these guidelines and other related ABmunis policies may forfeit their admittance to the MLC and may be asked to leave the premises.
42. ABmunis reserves the right to deny or terminate media privileges to members of the media at any time prior to or during the MLC.

Appropriate Conduct

43. ABmunis is committed to providing a welcoming, inclusive and harassment-free environment for all MLC Participants, regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
44. This section of the policy will be communicated to MLC Participants prior to the MLC and applies to all facets of the MLC including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where MLC Participants are in attendance.
45. Behaviors that are not acceptable at the MLC include:
- a. Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
 - b. Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
 - c. Shouting down or threatening MLC Participants.
46. Any MLC Participant found violating these rules may have their registration revoked and be asked to leave the MLC, without a refund, at the discretion of the CEO or designate.

POLICY REVIEW

47. This policy will be reviewed at least once every three years. Any recommended changes must be approved by the ABmunis Board.

APPENDICES

48. There are no appendices to this policy.

	Date	Minute Page No.
Approved	October 24, 2008	6
Amended	May 22, 2009	3
Amended	May 20, 2010	4
Amended	March 29, 2012	8
Amended	November 26, 2015	5
Amended	November 2, 2017	2
Amended	January 24, 2020	3
Amended	January 26, 2023	2



President, Mayor Cathy Heron



Chief Executive Officer, Dan Rude