

Effective Meetings

Learn how effective council meetings support sound decision-making, accountability and public confidence in municipal governance.

About the course

This course supports municipal elected officials in strengthening how council meetings function as a core governance tool. Participants will explore how meeting structure, roles, procedure and conduct work together to support fair debate, clear decision-making and professional council proceedings. Practical scenarios are used throughout the course to help participants apply concepts to real council meeting situations.

Quality Content

All EOEP courses are developed using subject matter experts from the municipal sector and reviewed by Alberta Municipalities and Rural Municipalities of Alberta.

Experienced and Independent Instructors

Take advantage of having councillors learn from independent instructors who are experienced in the municipal sector and reinforce concepts without any perception of bias. EOEP instructors represent a mix of individuals from consulting firms, law firms, and current and retired municipal staff and elected officials.

Cost Per Person

Online: \$295 + GST
In-Person: \$425 + GST

What you receive

Each participant will receive a course workbook, presentation materials, and the ability to ask questions during the course.

Other Benefits

A key benefit of this course is the opportunity to connect with fellow municipal leaders across Alberta. You'll engage in networking and collaborative discussions, share experiences and build relationships that support you throughout your council term

Who Should Attend Effective Meetings?

New and returning elected officials, CAOs and senior administrators who want to strengthen their confidence and effectiveness in council meetings.

Request to Host a Course in Your Region

If you are looking for greater flexibility in scheduling, our [Hometown EOEP](#) program gives you the option to bring expert training directly to your council at a time and location of your convenience.

Questions and to register for Public Engagement

Visit eoep.ca or email Registrar@eoep.ca.

What is covered in the Effective Meetings course?

Foundations of Council Meetings

- The role of council meetings in municipal governance and decision-making.
- What makes meetings effective and common challenges councils face.
- Shared responsibility of the chair and council members.
- How meeting practices influence outcomes and public confidence

Meeting Rules & Authority

- Why council's use meeting rules and procedure.
- Relationship between the Municipal Government Act (MGA), procedure bylaws and meeting rules.
- Understanding how authority is exercised within meetings.
- Using procedure to support fairness and consistency.

Debate, Conduct & Meeting Culture

- Principles of effective and respectful debate.
- Managing disagreement and maintaining decorum.
- Addressing common meeting disruptions and challenges.
- Supporting a productive and professional meeting environment.

Roles of the Chair & Council Members

- The chairs' role in guiding debate, maintaining order and keeping meetings focused.
- Responsibilities of council members during discussion and decision-making.
- Supporting respectful participation and professionalism
- Managing participation and conduct during meetings

Motions & Decisions Making Tools

- Purpose and structure of main motions
- Processing motions clearly and consistently.
- Using amendments, referrals, postponements and unanimous consent appropriately.
- Keeping decisions focused while avoiding unnecessary delay.

Practical Tools & Application

- Applying meeting tools to real council scenarios
- Using agendas, scripts and minutes to support meeting flow
- Identifying practical ways to improve meeting effectiveness.
- Reflecting on meeting practices and council culture

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.

