

CITY OF ST. ALBERT

BYLAW 5/2025

PROCEDURE BYLAW AMENDMENT

Being Amendment 2 to the Procedure Bylaw 24/2022

The Council of the City of St. Albert ENACTS AS FOLLOWS:

1. Bylaw 24/2022, Procedure Bylaw, is hereby amended by this Bylaw.

2. A new section 2(k.1) is added as follows:

“Conflict of Interest” means a conflict of interest as defined in the *Municipal Government Act*.”

3. Section 5(b) is deleted in its entirety.

4. Section 9 is deleted in its entirety and replaced with:

“The time, date or location of any Meeting may be changed in accordance with the Agenda planning process. If the date, time or location of any Meeting is changed, Members and the public must be given at least 24 hours’ notice of the change.”

5. A new section 36.1 is added as follows:

“Public Hearings must be conducted by electronic means. For clarity, this means that in addition to in person attendance, individuals must have the option to attend Public Hearings by electronic means in accordance with the requirements of the *Municipal Government Act*.”

6. A new section 77.1 is added as follows:

“No member of the public may address Council in a Meeting unless the item has been added to the Agenda by the Chair or permission has been granted in accordance with the Agenda planning process.”

7. Section 78 is amended by deleting the word “not” after the word “must”.

8. Section 78 is further amended by the following:

a. Subsection (a) by adding the word “not” before “applaud”.

- b. Subsection (b) by adding the word “not” before the first instance of the word “speak” and deleting the words “cheer, boo, or otherwise verbally interrupt the proceedings of the Meeting”
 - c. Add a new subsection (c) as follows:
“not cheer, boo, or otherwise verbally interrupt the proceedings of the Meeting”;
 - d. Add a new subsection (d) as follows:
“ensure that all electronic devices are turned off or set to silent mode, and leave the Meeting room if they need to take a call; and”
 - e. Old subsection (c) be renumbered to subsection (e) and add the word “not” before the word “engage”.
9. Section 85 be amended by replacing the words “two-thirds majority” with the words “Special Resolution”.
10. Section 104(1) be amended as follows:
- a. Adding the words “or substantially the same” after the word “same”.
 - b. Subsection (c) by adding the words “or reconsider” after the word “rescind”.
11. Section entitled “Rescinding a Motion at the Same Meeting” be amended by replacing the word “Rescinding” with the word “Reconsidering”.
12. Section 105 be amended as follows:
- a. deleting “(1)”
 - b. deleting the word “rescind” and replacing it with the word “reconsider” after the first instance of the word “to”.
 - c. deleting the word “passed” and replacing it with the word “considered” after the word “was”.
 - d. adding the words “, or is impossible to reverse or modify, in accordance with the following:” after the word “rescinded”.
 - e. adding a process Table at the end.
 - f. deleting Section (2) in its entirety.
13. Section 116 be amended as follows:
- a. subsection (b) by deleting the word “and” after the word “Clerk”.
 - b. subsection (c) by adding the word “and” after the word “Clerk”.
14. Adding new Section 123.1 as follows:
- “Notwithstanding section 123, should a Member request to change their vote, and the requested change does not alter the vote result, the request may be granted by General Consent or by a majority vote, whether the requestor voted for or against the motion. If the requested change would alter the vote result, the Member may move to reconsider the original vote in accordance with section 105 of this bylaw.”

15. Section 126 be amended by adding the words “A Motion for first reading of a bylaw is not debatable.” at the beginning of the section.
16. Section 141 is amended by deleting “*the Freedom of Information and Protection of Privacy Act*” and replacing with “applicable access to information or protection of privacy legislation,”
17. Section 143 is amended by the following:
- adding a new subsection (a.1) “include the time that Members leave and return to Meeting in progress;”
 - adding new subsection (a.2) “include the names of Administration present at the Meeting;”
 - subsection (d) by adding the words “or Conflict of Interest,” after the word “Interest”
 - adding new subsection (e.1) “include any abstentions declared because of a Conflict of Interest or perceived Conflict of Interest and include the explanation provided by the Member of the nature of the Conflict of Interest or the perceived Conflict of Interest;”
18. Schedule A be amended by adding new subsection 3.1 as follows:
- “Changes to Meeting dates and times must be determined by the Mayor, with input from the CAO and Clerk in order to ensure that Administration has adequate time to prepare background material, to minimize conflicts between Meetings and to ensure that notification of the change to Members and to the public can be achieved.”
19. Schedule B section 2(b) be amended under “Process” in the chart by replacing the words “Two thirds majority vote” with the words “Special Resolution”.
20. Schedule D section 2(b) be amended under “Process” in the chart by replacing the words “Two thirds majority vote” with the words “Special Resolution”.
21. Schedule E be amended as follows:
- section 5 by deleting the words “if the Public Hearing is being conducted either electronically or as a hybrid meeting with option of participating electronically.” after the word “Hearing” in the third instance.
 - section 18(1) be deleted in its entirety.
 - section 18(2) subsection (a) be deleted in its entirety and “(b)” from under section (2).
 - section 19(3) by deleting the words “without holding another Public Hearing.” at the end of the subsection.
22. Appendix E.1 is amended by adding the words “Pecuniary Interest or” in the second row after the word “Declare” in the first column (Description) and adding

the words “pecuniary interest or” in the second row, second column (Chair’s Guide) after the word “a”.

23. Schedule F be amended as follows:

- a. adding new Section 4.1 “Anyone presenting to Council in a Meeting must not engage in arguments with any members.”
- b. adding new Section 4.2 “A presenter may only respond to inquiries at a Meeting when called upon by the Chair.”
- c. adding the words “Subject to the approval of the Chair,” at the beginning of Section 5.
- d. adding new Section 5.1 “Notwithstanding section of Schedule F, individuals or Groups will not be permitted to address Council with respect to the following Agenda items for an upcoming Council Meeting:
 - (a) items for which a Public Hearing has been or will imminently be scheduled; and
 - (b) items for which a Public Hearing has been held and Closed, but Council has not yet made a decision with respect to them.”
- e. Section 6 by adding the words “, subject to approval of the Chair,” after the word “Meeting” in the first instance.
- f. Section 7 by deleting the words “shall be accommodated within the following steps:” and replacing with the words “will follow this process:”.
- g. Section 8 by:
 - i. adding the words “In recognition of the fact that Council and Committee meetings are open to the public to attend and observe, but not participate in,” at the beginning of the section.
 - ii. replacing the words “register with Administration (Legislative Services)” with the words “make a request, submitted to Legislative Services, to address Council During an upcoming Council or Committee Meeting”.
 - iii. adding the words : All requests by members of the public to speak to items not on a Council Agenda are subject to approval of the Chair.” After the word “presentation.”
- h. Section 9 is amended by:
 - i. deleting the words “registered to” and replacing with “received authorization to” after the word “have”
 - ii. deleting the words “accommodated within the following steps:” after the word “shall” and replacing with “follow the following process:”
 - iii. Subsection (a) adding the words “Presenters must limit their comments to the matter for which they received authorization to address.” at the end of the subsection.

24. The Chief Administrative Officer is authorized to issue a consolidated version of Bylaw 5/2025 that incorporates the amendments made by this amending bylaw and otherwise conforms with the requirements of section 69 of the *Municipal Government Act*.

EFFECTIVE DATE

25. This Bylaw comes into effect when it is passed.

READ a First time this ____ day of _____ 20____.

READ a Second time this ____ day of _____ 20____.

READ a Third time this ____ day of _____ 20____.

SIGNED AND PASSED this ____ day of _____ 20____.

MAYOR

CHIEF LEGISLATIVE OFFICER