



City of St. Albert  
**CITY COUNCIL POLICY**

Public ~~Appointments~~Presentations

| AUTHORITY    | APPROVED | Res. No. | mm dd | REVISED | Res. No.  | mm dd |
|--------------|----------|----------|-------|---------|-----------|-------|
| City Council |          | C13-2001 | 01 22 |         | C528-2002 | 10 21 |
|              |          |          |       |         | C531-2005 | 10 24 |
|              |          |          |       |         | C495-2006 | 09 25 |
|              |          |          |       |         | C454-2007 | 08 20 |

### Policy

Council encourages members of the public to express their views and concerns on City Governance issues to Council. Council believes that the procedures for public input should be fair to all those in attendance at Council meetings. In the interests of providing everyone who wishes to make a presentation with an opportunity to be heard, individuals or groups may speak only once at a regular Council meeting, either during the time allocated for public ~~appointments~~presentations, delegations or when specific agenda items arise. Except for public hearings or in extenuating circumstances, the Mayor shall not allow a member of the public to speak more than once during the public portion of a Council meeting.

Public Hearings shall be treated as separate forums at a Council meeting. Members of the public may speak at public hearings in addition to their presentations either during the public ~~appointments~~presentations time or in conjunction with a specific item on Council's agenda.

At special Council meetings, Council is limited to discussing only those matters listed in the call of the meeting, unless all of Council is in attendance and Council permits an item to be added to the agenda. For this reason, no time will be allotted on the agenda for public ~~appointments~~presentations and members of the public may only speak when a specific agenda item arises. In order to be consistent with regular Council meetings, individuals or groups may speak to only one item except for public hearings or in extenuating circumstances.

Council believes that the public input process should reflect a balance between accessibility to Council and effective use of the meeting time. Presenters ~~may~~will be ~~invited~~required to provide a written request for an ~~appointment~~presentation stating clearly and legibly the matter, any requests of Council, and a complete copy of the presentation material being submitted to Council.

Presenters shall respect the formal nature of Council meetings and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Specifically, presenters shall refrain from making negative references to any individuals or groups, including but not restricted to, members of Council, City administration, civic groups or agencies, or other citizens of St. Albert, and shall use polite and respectful language.

**Legal References:** *Municipal Government Act*

**Cross References:** Bylaw ~~35/2009~~3/2018, Procedure Bylaw, ~~Sections 15.1, 15.4~~Section 32; Policy C-CC-11, Public Hearing Process





City of St. Albert  
**CITY COUNCIL  
PROCEDURES**

Public Appointments

|                                  |                 |                              |                 |                 |                |  |                             |                             |
|----------------------------------|-----------------|------------------------------|-----------------|-----------------|----------------|--|-----------------------------|-----------------------------|
| <b>AUTHORITY</b><br>City Council | <b>APPROVED</b> | <b>Res. No.</b><br>C531-2005 | <b>mm</b><br>10 | <b>dd</b><br>24 | <b>REVISED</b> | <b>Res. No.</b><br>C495-2006<br>C709-2009<br>C348-2010 | <b>mm</b><br>09<br>12<br>06 | <b>dd</b><br>25<br>14<br>21 |
|----------------------------------|-----------------|------------------------------|-----------------|-----------------|----------------|--|-----------------------------|-----------------------------|

**Procedures**

1. ~~In these procedures, "Mayor" shall also mean any other member of Council when they are chairing a Council Meeting.~~
2. The maximum amount of time allotted for public ~~appointments~~presentations, excluding public hearings, shall be 15 minutes unless:
  - a. the Mayor, at his/her discretion, extends the amount of time; or
  - b. Council, by resolution, extends the amount of time.
3. An individual or group appointment shall not exceed five minutes unless:
  - a. the Mayor, at his/her discretion, extends the amount of time; or
  - b. Council, by resolution, extends the amount of time.
  - c. Notwithstanding sub-sections 3.a and 3.b, if a group is an advisory committee to Council or invited by Council, ten minutes will be allotted for the ~~appointment~~presentation.

Individuals representing more than one person will only be allotted one appointment.

- ~~8.4.~~ If requested by a member of Council, a vote of Council must be taken to approve an extension of time given by the Mayor under section 2 and 3.
- ~~4.5.~~ Individuals or groups wishing to address Council on an agenda item scheduled for an upcoming Council meeting, shall ~~pre~~ register with Legislative Services by noon of the day of the Council meeting and shall provide their name, ~~address~~contact information and ~~presentation topic~~the agenda item they wish to speak to. Individuals ~~and/or~~ groups who ~~are pre-have~~ registered shall be given priority during the public ~~appointment~~presentation time, in the order in which they have ~~pre~~ registered, to make their presentations to Council.
- ~~5.6.~~ On the ~~evening~~day of the Council meeting, a sign-in sheet shall be available at the entrance to Council Chambers for people who have not ~~pre~~ registered but who wish to address Council ~~at the on~~an agenda item scheduled for that Council meeting.
- ~~6.~~ ~~Council Chambers are equipped with a computer connection for the use of the public as well as an~~

**Commented [LO1]:** The Procedures section of the Public Appointments Policy and the revisions indicated here have been moved to the Procedure Bylaw as section 32 – Public Presentations.



~~overhead projector. Computers are not provided in order to prevent the contamination of City networks with viruses. Members of the public who wish to make presentations to Council using the connections for electronic technology provided in Council Chambers shall arrive at least one-half hour prior to the commencement of the Council meeting to install and test their own computer equipment. Alternatively, members of the public may provide paper documents to the legislative officers for displaying on the overhead projector.~~

7. Individuals and groups who ~~indicate that they choose~~have registered to address Council on specific agenda items when those items come before Council shall be accommodated within the following steps:

- a. The Mayor will invite Administration, along with any consultants that Administration deems necessary, to introduce the agenda item.
- b. Council may ask questions of ~~administration.~~Administration.
- c. The Mayor ~~will~~may invite any interested member in the public gallery to speak to the agenda item. The speaker will provide to Council his/her name, and may provide his/her address to enable Council or Administration to follow-up with the presenter, if required. ~~Presenters will have a maximum of five minutes to make their presentations unless:~~
  - ~~i. the Mayor, at his/her discretion, extends the amount of time; or~~
  - ~~ii. Council, by resolution, extends the amount of time.~~
- d. ~~The maximum amount of time allotted for the public to speak to individual agenda items shall be 15 minutes in total unless:~~
  - ~~i. the Mayor, at his/her discretion, extends the amount of time; or~~
  - ~~ii. Council, by resolution, extends the amount of time.~~
- d. Council may ask questions of the presenters.
- e. Council may ask further questions of Administration.
- f. Council will then debate and deal with the agenda item.

8. Individuals or groups wishing to address Council on a new topic not scheduled for an upcoming Council meeting, shall register with Legislative Services at least 10 business days prior to the Council meeting they wish to attend and shall provide their name, address, their topic, and any presentation material they will be utilizing. The presentation material will be included in the Council agenda.

a. Presentation material not provided to Legislative Services 10 business days prior to the Council meeting may not be used in a presentation or distributed to Council at the Council meeting.

9. Agenda Committee shall review the submissions of individuals or groups wishing to address Council on a new topic and shall determine if:



- a. The Council meeting the individual or group wishes to attend has sufficient time for Council to hear their presentation and that relevant staff from Administration is available to answer any questions from Council arising from the new topic; or
- b. The new topic shall be scheduled for a later Council meeting.

10. Individuals and groups who have registered to address Council on a new topic shall be accommodated within the following steps:

- a. The Mayor will invite the presenter to make their presentation on their new topic.
- b. Council may ask questions of the presenter.
- c. Council may ask questions of Administration.
- d. Council may ask Administration to further research the new topic and bring back any new recommendations to Council as an agenda item.

11. Council Chambers are equipped with a computer connection for the use of the public as well as an overhead projector. Computers are not provided in order to prevent the contamination of City networks with viruses. Further to section 8, members of the public who wish to make presentations to Council shall arrive at least one-half hour prior to the commencement of the Council meeting to install and test their own computer equipment.

