

## CITY OF ST. ALBERT

### BYLAW 40/2021

#### PROCEDURE BYLAW AMENDMENT

#### Being Amendment 3 to the Procedure Bylaw 3/2018

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The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

1. Bylaw 3/2018 Procedure Bylaw is hereby amended by this Bylaw.
2. Section 2.1 is amended by:
  - a. adding a new subsection 2.1(b.3) immediately after subsection 2.1(b.2) as follows:

*b.3 “Agent” means an individual who acts on behalf of another affected party in accordance with the procedure outlined in this bylaw;*
  - b. adding a new subsection 2.1(c.1) immediately after subsection 2.1(c) as follows:

*c.1 “Chair” means the person who presides over a Public Hearing;*
  - c. adding a new subsection 2.1(l.1) immediately after subsection 2.1(l) as follows:

*l.1 “Group” means two or more persons who wish to advocate for the same or substantially the same position, and have chosen one of their number to speak for all; and*
  - d. adding a new subsection 2.1(n.1) immediately after subsection 2.1(n) as follows:

*n.1 “New Information” means something another registered speaker said during the course of their presentation at a Public Hearing.*
3. The following is added immediately after section 29.6 under the “Public Hearings” heading:

### **Process to Register to Speak**

- 29.7 *Individuals or Groups wishing to address Council on their own behalf at a Public Hearing must register with Legislative Services by 3:00 p.m. on the day preceding the Public Hearing if the Public Hearing is being conducted electronically. Otherwise, individuals and Groups wishing to address Council on their own behalf at a Public Hearing may register with Legislative Services up to the day of the Public Hearing and a sign-in sheet will be available at the entrance to Council chambers for individuals and Groups who have not registered but wish to address Council on their own behalf at a Public Hearing.*
- 29.8 *Individuals wishing to address Council in the capacity of Agent for one or more other persons at a Public Hearing must:*
- a. register with Legislative Services by 5:00 p.m. on the Thursday preceding the Public Hearing and declaring their intention to act as an Agent at the Public Hearing; and*
  - b. submit a separate, completed, and signed Agent Declaration form, which may be obtained from Legislative Services, for each affected party that they will be representing. An Agent Declaration form must be signed and dated by the individual being represented, and must be submitted to Legislative Services no later than 5:00 p.m. on the Thursday preceding the Public Hearing.*

### **Written Submissions**

- 29.9 *Whether or not an individual is making a verbal presentation at a Public Hearing, the following rules govern how written submissions to Council must be made with respect to a Public Hearing:*
- a. written submissions must be emailed to Legislative Services not later than 12:00 noon on the Wednesday preceding the Public Hearing. Written submissions received by this deadline will be included in the meeting Agenda Package that is distributed to Council members and posted on the City's public website;*
  - b. written submissions received either by administration or Councillors after the deadline noted in section 29.9(a) will not be considered by Council at the Public Hearing; and*
  - c. written submissions must include the name of the person making the submission.*

4. A new subheading titled “Public Hearing Procedure” is inserted immediately above section 30.1.
5. Section 30.5 is amended by:
  - a. deleting subsection 30.5(a) in its entirety and replacing it with the following:
    - a. *the Chair will declare the Public Hearing open and advise of the process to be followed;*
  - b. deleting subsection 30.5(e) in its entirety and replacing it with the following:
    - e. *the Chair will then call upon those who have properly registered with Legislative Services in accordance with the procedures outlined in this bylaw, in the order in which they registered to speak;*
  - c. adding a new subsection 30.5(e.1) immediately after subsection 30.5(e) as follows:
    - e.1 *immediately prior to any verbal presentation made by an Agent, the Chair will read out which members of the public are being represented by the Agent;*
  - d. deleting subsection 30.5(f) in its entirety and replacing it with the following:
    - f. *Groups and individuals, including Agents who have registered to represent four or fewer other affected parties in accordance with this bylaw, shall be allotted a maximum of five minutes to make their presentations. Agents who have registered to represent at least five other affected parties in accordance with this bylaw shall be allotted a maximum of ten minutes to make their presentations. Council may at any time during a Public Hearing pass a motion to extend time limits. Presenters may enhance their presentations by circulating or providing a report containing more detailed information;*
  - e. deleting the words “of the members of the public who have come forward to speak to the bylaw” in subsection 30.5(g) and replacing them with “of persons who have addressed Council at the Public Hearing, at the conclusion of each presentation;” and
  - f. deleting subsections 30.5(h), 30.5(i), 30.5(j), and 30.5(k) in their entirety and replacing them with the following:
    - h. *once Council has heard from all persons who registered to speak and made a presentation, a Councillor may ask questions of administration on*

*any matter raised in a presentation that was not answered to the Councillor's satisfaction in previous questioning;*

- i. the Chair will ask if there is any person registered to speak who wishes to address New Information. Any such person will be given up to three minutes to do so, and must not use this second speaking opportunity only to repeat points they have previously made;*
  - j. the procedures in sections 30.5(g), 30.5(h) and 30.5(i) will be repeated until no further Councillor questions remain and no further requests by registered speakers are made to address anything said by another registered speaker; and*
  - k. when all verbal presentations by registered speakers have been heard and all questions by Councillors have been answered, the Chair will ask for a motion to Close the Public Hearing or Adjourn the Public Hearing until a later meeting of Council.*
6. A new section 30.51 is added immediately after section 30.5 as follows:

*30.51 The Chair may, in their discretion, cut off speakers who are redundant, rude, inflammatory, or otherwise disturb the Public Hearing.*
7. The "Communications" heading is deleted and replaced with "Electronic Meeting Format".
8. Section 34.1 is deleted in its entirety and replaced with the following:

*34.1 All meetings of Council, including Public Hearings, Committee of the Whole, and Standing Committees may be conducted electronically according to the provisions of the Act and associated regulations, and policies and procedures adopted by Council.*
9. A new section 34.2 is added immediately after section 34.1 as follows:

*34.2 Presenters and speakers at meetings of Council, including Public Hearings, Committee of the Whole, and Standing Committees must not make use of the chat feature while in the meeting. Use of the chat feature by speakers or presenters during a meeting of Council, including Public Hearings, Committee of the Whole, or Standing Committee may result in an individual being removed from the meeting.*
10. The Chief Administrative Officer is authorized to issue a consolidated version of Bylaw 3/2018 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

11. 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