



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

Public Hearing Process

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C367-2003	06 16		C536-2005	10 24
		C368-2003	06 16		C496-2006	09 25

## Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

## Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.
7. If a Councillor was absent for all of a statutory public hearing, with the exception of a statutory public hearing related to an Intermunicipal Development Plan, the Councillor shall abstain from voting on the bylaw or resolution or on any amendments to the bylaw or resolution. If a Councillor was absent from part of a public hearing, the Councillor may abstain from voting on a bylaw or



resolution. The Councillor shall state the reasons for abstention and the reasons shall be recorded in the minutes of the meeting.

8. Council may hold a joint public hearing for a proposed bylaw to adopt or amend an Intermunicipal Development Plan. In this case, the rules regarding voting if absent for all or part of a public hearing in the *Municipal Government Act* do not apply, so the Councillor shall vote regardless of whether or not the Councillor was in attendance for all or for part of the joint public hearing.





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

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<b>AUTHORITY</b> City Council	<b>APPROVED</b>	<b>Res. No.</b> C536-2005	<b>mm dd</b> 10 24	<b>REVISED</b>	<b>Res. No.</b> C496-2006	<b>mm dd</b> 09 25
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## Procedures

The following procedures shall guide the process for public hearings.

1. A member of Council moves first Reading.
2. The Mayor opens the Public Hearing.
3. Administration introduces the Bylaw.
4. If administration and the applicant have worked together in the process, they may determine an effective and efficient approach to presenting the pertinent information to Council. Alternatively, an applicant may have a maximum of ten minutes to make a presentation to Council following Administration's presentation.
5. Council may ask questions of the administration and of the applicant.
6. The Mayor invites members of the public to speak to the Bylaw.
7. Council hears from those in attendance who wish to speak to the Bylaw. Individuals shall be allotted a maximum of five minutes to make their presentations. Those who register as groups shall be allotted a maximum of ten minutes. Council may vote to extend the time limits. Presenters may enhance their presentations by circulating or providing a report containing more detailed information.
8. Council may ask questions of the members of the public who have come forward to speak to the Bylaw.
9. Once Council has heard from the public, Council may ask questions of administration on any points raised by the public that were not answered in previous questioning.
10. The Mayor asks if there is anyone who wishes to speak to **NEW** information – the speaker should identify the new information that he or she is addressing.
11. Repeat procedures 6 and 7 until no one comes forward.
12. A member of Council may propose an amendment to the Bylaw.
13. Council may debate the proposed amendment and may ask questions of administration on the amendment.



14. The Mayor may ask if anyone present wishes to speak to the amendment.
15. After hearing from the public, Council votes on the amendment.
16. Members of Council may propose additional amendments.
17. The Mayor may ask for a motion to close or to adjourn the public hearing until a later meeting of Council.
18. Once the Public Hearing is closed, Council cannot ask any further questions for new, substantive information on the Bylaw as proposed without holding another public hearing.
19. Council then deals with the Bylaw by voting on the motion for first reading.
20. Depending upon the nature of the Bylaw and the need for additional public circulation and response, Council may continue with subsequent readings at the same meeting or at subsequent meetings.
21. If Council determines that the amendments that have been made have a substantive impact on, or have changed the intent of, the Bylaw, Council may decide to re-open the public hearing for input from the public prior to second reading.

