



CHESTERMERE

Policy Name: Council's Public Input Policy

Policy Number: 800-852

Effective Date: August 27, 2024	Approved By: Mayor and Council
Policies Amended / Rescinded:	Policy Type: Council

I. Purpose

1. The City of Chestermere (City) recognizes the importance of the members of the public voicing their opinions and concerns with Council during the decision-making process. This policy is to outline the procedure and appropriate methods in which Members of the Public are to engage with Council during 'Public Input' sessions during meetings of Council. The goal of this policy is to facilitate earnest, constructive, and respectful conversation between Council and the Public on subjects pertaining to the City. This policy is to act as an addendum to Bylaw 001-24, being the Procedural Bylaw. Therefore, the same provisions outlined in Bylaw 001-24 apply to this Policy.

II. Definitions

1. "**Administration**" means any individual currently employed by the City, including permanent full-time, permanent part-time, casual, temporary, probationary, student or paid or unpaid volunteer personnel;
2. "**Agenda**" means the list and order of business items for any Meeting of Council;
3. "**Chief Administrative Officer**" or "**CAO**" means the Chief Administrative Officer of the City of Chestermere, Alberta appointed by Council, or their designate pursuant of the Act;



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4. “**Chair**” means the person with the authority to preside over a Meeting and direct the proceedings and conduct of that Meeting, typically the Mayor;
5. “**City**” means the City of Chestermere;
6. “**Community Issue**” means an issue facing the City at large instead of personal grievances;
7. “**Council**” means the duly elected Mayor, Deputy Mayor, and Councillors of the City of Chestermere;
8. “**Councillor**” refers to all duly elected officials, including the Mayor as per the Act;
9. “**Debate**” means a formal discussion on a particular topic in which opposing views are put forward;
10. “**Deputy Mayor**” means the Member of Council appointed pursuant to Bylaw 001-24, being the Procedural Bylaw, to act as Mayor in the absence or incapacity of the Mayor;
11. “**Freedom of Information and Protection of Privacy Act**” or “**FOIP**” refers to the *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c. F-25* as amended;
12. “**Governance and Priorities Committee Meeting**” means a meeting wherein the Committee comprised of all Council Members have the opportunity to discuss governance and strategically set Council’s priorities;
13. “**Mayor**” means the Member of Council duly elected as the Chief Elected Official and the head of Council. The Mayor is the Chair of all Council Meetings unless otherwise specified;
14. “**Meeting**” means an Organizational, Regular, or Special Meeting of Council or Committee;
15. “**Members of the Public**” or “**the Public**” mean residents of the City of Chestermere;
16. “**Public Hearing**” means a Meeting of Council convened to hear matters pursuant to the Act; and
17. “**Respectful**” means marked by showing respect of deference.

III. Policy

1. Members of the Public shall be offered the opportunity to make comments during the Public Input section of Council Agendas for both Meetings of Council and Governance and Priorities Committee Meetings either in person or written submission.
2. Members of the Public speaking in person must:
 - a. Register on the designated sign-in sheet;



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- b.** All members of the Public must remain Respectful to Administration and Council at all times;
- c.** The Chair can refuse to let a member of the Public speak if they become disrespectful or the question becomes off-topic;
- d.** Administration, Council, and the Mayor can refuse to answer any question if the question asked is inappropriate or if the answer would violate FOIP;
- e.** The Chair is responsible to ensure that Public Input does not turn into Debate; and
- f.** If a member of the Public does not comply with the above expectations they will be asked to leave as outlined in Section 11- Enforcement - of Bylaw 001-24.

X

Mayor

X

Interim CAO

Last reviewed date: August 27, 2024

Next reviewed date: October 2025



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Revision History (Completed by Legislative Services):		
Policy Title	Date approved	Resolution number
Council's Public Input Policy	August 27, 2024	240827-12