



CHESTERMERE

Policy Name: Council’s Public Input Policy

Policy Number: 852

Effective Date: March 24, 2026	Approved By: Mayor and Council
Policies Amended / Rescinded: Policy #800-852 Council’s Public Input Policy	Policy Type: Council

I. Purpose

1. The City of Chestermere 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 #001-26, being the Procedural Bylaw. Therefore, the same provisions outlined in Bylaw #001-26 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 municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;
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 #001-26, being the Procedural Bylaw, to act as Mayor in the absence or incapacity of the Mayor;
11. “**Access to Information Act and Protection of Privacy Act**” or “**ATIA & POPA**” refers to the *Access to Information Act, S.A. 2024, c A-1.4* and *Protection of Privacy Act, S.A. 2024, c P-28.5* 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.



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3. Members of the Public submitting written comments must include:
 - a. The name and municipality of primary residency of the resident;
 - b. The member of the Public's comments;
 - c. The submission must be received before noon the Monday directly preceding a meeting of Council; and
 - d. Written submissions must refrain from containing personal attacks, derogatory, defamatory statements, and any other statements that promote discrimination against any person or class of persons or are likely to expose anyone to hatred or contempt in accordance with the *Alberta Human Rights Act RSA. 2000 c A-25.5*.

IV. Responsibilities

1. Respect for Council and Administration
 - a. The Chair has the ultimate authority to enforce appropriate conduct during a meeting of Council.
 - 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 *ATIA*;
 - 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 of Bylaw #001-26.

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Mayor, Shannon Dean

X

Chief Administrative Officer, Kent Edney



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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;
 - b. The Member of the Public must be acknowledged by the Chair;
 - c. The Member of the Public shall not speak for longer than 5 minutes exclusive of the time required to answer questions from Council;
 - d. Members of the Public must refrain from using personal attacks, derogatory, defamatory statements, and any other statements that promote discrimination against any person or class of persons or are likely to expose anyone to hatred or contempt in accordance with the *Alberta Human Rights Act RSA. 2000 c A-25.5*;
 - e. For Regular Meetings of Council, comments from the Public must address items contained within the current Agenda but may not be made in relation to an item that has been heard or will be heard in a Public Hearing;
 - f. For Governance and Priorities Committee Meetings, comments from the Public must speak to community based and/or community wide issues;
 - g. Responses may be provided by any Councillor or Administration or referred to Administration for further review and direction; and
 - h. Members of the Public can only speak once to an item on the Agenda or Community Issue once per meeting, or at the discretion of the Chair.



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Last Review Date: March 24, 2026

Next Review Date: March 2030

Revision History <i>(Completed by Legislative Services):</i>		
Policy Title	Date Approved	Resolution Number
Policy #852 Council's Public Input Policy	March 24, 2026	260324-11
Policy #800-852 Council's Public Input Policy	August 27, 2024	240827-12