CITY OF ST. ALBERT

CITY COUNCIL POLICY

NUMBER	TITLE
C-CC-16	Meeting Through Electronic Means

ORIGINAL APPROVAL DATE	DATE LAST REVISED
June 21, 2010	June 4, 2024

Purpose

The *Municipal Government Act* and the *Procedure Bylaw* allow Councillors to attend a meeting of Council by electronic means. This policy specifies the circumstances under which this option is available to Councillors.

Policy Statement

Councillors may attend Council meetings by means of electronic communications.

Definitions

“Council” means the municipal Council of the City of St. Albert;

“Councillor” means a member of Council and includes the mayor; and

“meeting” means any gathering of a quorum of Councillors where they provide direction on any matter of which Council has authority at that gathering, including Committee of the Whole, Standing Committee of the Whole, and Council meetings;

Responsibilities

The Chief Administrative Officer shall, where possible, provide a location for Council meetings where Councillors may participate by electronic means.

Service Standards/ Expectations

1. Councillors shall only be permitted to attend a meeting by electronic means if the location in which the meeting is to be held is equipped in a manner that enables all Councillors and members of the public participating in the meeting to hear the meeting as it occurs and make submissions, as appropriate, during the course of the meeting.

2. A Councillor attending a meeting by electronic means is deemed to be present at the meeting for whatever period of time that the connection via electronic means remains active.

3. The mayor shall announce to all in attendance at the meeting if a Councillor is attending the meeting by electronic means.

4. When a vote is called, Councillors attending by electronic means shall be asked to state their vote either via electronic voting system or by show of hands.

5. Other than for the purpose of attending a Council meeting, Councillors shall not communicate with each other electronically during a Council meeting by means such as e-mail, instant messaging, or social networking websites.

Legal References

Municipal Government Act

Cross References

Procedure Bylaw

REVIEW	REVISION
September 29, 2016 – Legislative Services **May 17, 2024 – Legislative Services**	**October 4, 2010 – C577-2010** **December 5, 2016 – AR-16-497** **January 9, 2017 – BL-17-003** **January 21, 2019 – AR-19-003** **June 4, 2024 – AR-24-264**
REVIEW DATES	