

# **CITY OF FORT SASKATCHEWAN**

## **Council Meeting Procedures Bylaw C1-16**

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### **Motions:**

1. That Council give first reading to Procedures Bylaw C1-16.
2. That Council give second reading to Procedures Bylaw C1-16.
3. That Council provide unanimous consent to proceed with third and final reading of Procedures Bylaw C1-16.
4. That Council give third reading to Procedures Bylaw C1-16.

### **Purpose:**

To present Council with an updated Procedures Bylaw for information and approval.

### **Background:**

The current Meeting Procedures Bylaw was adopted in 1998. It has been quite some time since the Bylaw was approved by Council, and it is now in need of a refresh. Conducting a review of the Procedures Bylaw provides an opportunity to respond to the changing needs of Council members by tailoring the Bylaw. Additionally, procedural information was updated throughout as required, to better align with parliamentary processes and best practices.

### **Highlights:**

Key changes to the Bylaw have been noted below:

1. Where possible, plain language has been used to provide the reader with a better understanding for the provisions of the Bylaw.
2. The Definitions Section has been reviewed and expanded accordingly to provide additional clarity for the user.
3. Procedural changes have been made throughout to align with parliamentary processes, as well as the current practices of Council.
4. Section 12 Communications to Council - has been added to clearly define the process for the public to communicate with Council.
5. Further clarification has been added to Section 14 relating to the role of the Chair during meetings.
6. Section 31 Councillor Inquiry - has been added to the Bylaw to provide an overview of the procedures for making a Councillor inquiry.
7. Section 9 Meetings Through Electronic Communication – This section has been added to outline the procedures for use of electronic communication during Council meetings. Of note, members will be permitted to attend Council meetings two times per calendar year via electronic communications, unless otherwise approved by Council.

Bylaw C1-16 incorporates many changes to better reflect the current needs and wishes of Council, and provides additional clarity from that of Bylaw C7-98. Once the Bylaw has been approved, a quick reference guide relating to procedural matters will be drafted to assist Council members for use of the Bylaw.

**Recommendation:**

That Council give three readings to Procedures Bylaw C1-16.

**Enclosures:**

1. Appendix A – Procedures Bylaw C1-16
  2. Appendix B – Meeting Procedures Bylaw C7-98
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