

## BYLAW C 7-98

### A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO REGULATE MEETING PROCEDURES.

The Council of the City of Fort Saskatchewan, in the Province of Alberta, hereby enacts as follows:

#### 1. SHORT TITLE

- 1.1. This Bylaw is called "The Meeting Procedures Bylaw".

#### 2. DEFINITIONS

- 2.1. "Act" means the Municipal Government Act, S.A. 1994, c. M-26.1 as amended or replaced from time to time;
- 2.2. "Acting Mayor" is the Member of Council who is appointed by resolution of Council from time to time to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor;
- 2.3. "Agenda" is the list of items and order of business for any meeting;
- 2.4. "Bylaw" is a Bylaw of the City;
- 2.5. "Chairman" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;
- 2.6. "City" means the City of Fort Saskatchewan;
- 2.7. "City Manager" is the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act;
- 2.8. "Clear Days" as set out in the Interpretation Act, R.S.A. 1980, c. I-7, as amended, means, in calculating the number of days, that the days on which the events happen shall be excluded;
- 2.9. "Committee of the Whole" is a committee consisting of all Members of Council. A meeting of "Committee of the Whole" may be held in camera (in private) or in public session depending on the issue being discussed;
- 2.10. "Council" is the Mayor and Members of Council of the City of Fort Saskatchewan elected pursuant to the provisions of the Local Authorities Election Act;
- 2.11. "Council Recording Secretary" shall mean the Recording Secretary for the City of Fort Saskatchewan.
- 2.12. "Deputy Mayor" is the Member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.13. "Group" means 2 or more Persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the Persons he or she represents;
- 2.14. "In camera" is a Committee session which is held in private and may include any person or persons invited to attend by Council;
- 2.15. "Mayor" is the Chief Elected Official for the City;
- 2.16. "Member at Large" means a member of the public appointed by Council to a Committee of Council;

- 2.17. "Questions of any Member of Council or Administration" is that period of time set aside on the Agenda when Notices of Motion, specific questions and/or concerns may be raised by Members of Council;
- 2.18. "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;
- 2.19. "Point of Information" is a request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to a Point of Procedure;
- 2.20. "Point of Order" is the raising of a question by a member to call attention to any departure from The Meeting Procedures Bylaw;
- 2.21. "Point of Procedure" is a question directed to the Chair to obtain information of a matter of parliamentary law or the rules of the City bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;
- 2.22. "Question of Privilege" refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- 2.23. "Quorum" is a majority of those members elected and serving on Council, except where special Committee policies have been passed;
- 2.24. "Recorded Vote" is the call, by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.

### **3. APPLICATION**

- 3.1. This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Members of Council or Members-at-Large.
- 3.2. When any matter relating to the meeting procedures is not addressed in this Bylaw, Robert's Rules of Order, if applicable, shall apply.
- 3.3. In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- 3.4. In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all members of Council present vote in favour of dealing with the matter under consideration.
- 3.5. A resolution waiving any portion of this Bylaw as provided for in Section 3.4 shall only be effective for the meeting during which it is passed.
- 3.6. In the absence or inability of the Mayor and Deputy Mayor to act, Council shall appoint any other Member of Council as Acting Mayor, as provided by the Act.

### **4. QUORUM**

- 4.1. As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order;
- 4.2. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chairman, stand adjourned until the next regular meeting date or until a



Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Council Recording Secretary shall record the names of the Members of Council present at the expiration of the 30-minute time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.

- 4.3. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended upon Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

## **5. REGULAR COUNCIL MEETING**

- 5.1. The regular meetings of Council shall be established by resolution at the annual Organizational Meeting or at a regular meeting of Council following the Organization Meeting, as may be appropriate.
- 5.2. Notice of regularly scheduled meetings need not be given.
- 5.3. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must given at least 24 hours' notice of the change
  - 5.3.1. to any Member of Council not present at the meeting at which the change was made, and
  - 5.3.2. to the public.
- 5.4. The following applies to the preparation of the regular meeting Agenda:
  - 5.4.1. Items initiated by Members of Council are submitted to the office of the City Manager;
  - 5.4.2. Items initiated by or referred to Administration shall be delivered to the office of the City Manager in accordance with the guidelines established for submission;
  - 5.4.3. An Agenda listing the order of business for the use of Members of Council shall be prepared by the City Manager and shall be reviewed with the Mayor prior to the meeting;
  - 5.4.4. The Agenda preparation, reviews, distribution and meeting follow-up will be coordinated through the office of the Council Recording Secretary in accordance with timing policies or resolutions approved by Council;
  - 5.4.5. Addition of items to the Agenda after the Agenda has been set shall require the approval of the Mayor and the City Manager.

## **6. SPECIAL MEETINGS**

- 6.1. The Council Recording Secretary shall schedule a Special Meeting when required to do so by the Mayor or a majority of Council.
- 6.2. Where a Special Meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.
- 6.3. No less than twenty four (24) hours notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each member of Council and to the public.

- 6.4. A Special Meeting may be held with less than twenty four (24) hours notice to all members of Council and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 6.5. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

## **7. ORGANIZATIONAL MEETING**

- 7.1. An Organizational Meeting of Council shall be held annually as required by the Municipal Government Act.
- 7.2. The Agenda for the Organizational Meeting shall be restricted to:
  - 7.2.1. the administration of the oath and the introduction of new Members of Council should the meeting follow the general municipal election;
  - 7.2.2. selection of the Deputy Mayor by rotation;
  - 7.2.3. the establishment of the regular meeting dates for Council and its Standing Committees;
  - 7.2.4. establishment of membership on Committees, Boards and Commissions;
  - 7.2.5. any such other business as is required by the Municipal Government Act.

## **8. IN-CAMERA SESSIONS**

- 8.1. Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Act, as amended or replaced from time to time, may be considered at an In-Camera Meeting or portion of a meeting.
- 8.2. Council or Committee has no power at an In-Camera session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

## **9. MINUTES OF COUNCIL MEETINGS**

- 9.1. The preparation and distribution of minutes of Council meetings shall be the responsibility of the Council Recording Secretary.

## **10. PUBLIC PRESENTATIONS TO COUNCIL**

- 10.1. Where a Person or Group requests an opportunity to speak to Council at a Council Meeting and Council or the Mayor deems it to be appropriate then such permission may be granted.
- 10.2. Requests to speak to Council together with the subject matter of the presentation and the amount of presentation time required shall be made to the Council Recording Secretary at least 12 days prior to a regular meeting of Council. Requests received less than 12 days before a regular meeting of Council shall be included on the Agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of the City Manager or Mayor.
- 10.3. Matters of a confidential nature as described in Section 8 of this Bylaw shall not be discussed during Public Presentations to Council.



- 10.4. Verbal presentations shall be limited to the amount of time allocated on the Agenda unless there is consent by Council to extend the allotted time.
- 10.5. Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 10.6. Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 10.7. Each Person or Group will be given an opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.

**11. EXTENSION OF TIME LIMITS**

- 11.1. Extensions of time limits for any verbal presentations during Public Presentations to Council may be granted by consent of Council, based on any one or more of the following:
  - 11.1.1. The issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter due consideration;
  - 11.1.2. The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

**12. CHAIRMAN**

- 12.1. The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling of the Chair.
- 12.2. The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all members of Council in attendance at a meeting are present while a vote is being taken, unless a Member of Council is excused from voting in accordance with the Act or this Bylaw.
- 12.3. When the Chairman wishes to participate in the debate on a question or motion properly before the meeting, he shall vacate the Chair and request the Member of Council responsible to act in the absence of the Chairman to assume the Chair.
- 12.4. The Chairman may invite Persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

**13. MEMBERS OF COUNCIL DEBATING**

- 13.1. Members of Council wishing to speak on a matter before the meeting should indicate their intention by raising their hand and being recognized by the Chair and should not speak more than once until every Member of Council has had the opportunity to speak except:
  - 13.1.1. in the explanation of a material part of the speech which may have been misunderstood; or

13.1.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the motion to the meeting.

13.2. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member of Council, but each such question requires the consent of the Chair.

13.3. Through the Chairman, a Member of Council may ask:

13.3.1. questions of another Member of Council or staff on a Point of Information relevant to the business at hand.

13.3.2. questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.

13.4. All questions or debate shall be directed through the Chair.

#### **14. PROHIBITIONS**

14.1. Members of Council shall not:

14.1.1. use offensive words or unparliamentary language in the meeting;

14.1.2. disobey the rules of the meeting or decision of the Chairman or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;

14.1.3. leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

14.1.4. interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;

14.1.5. pass between a Member of Council who is speaking and the Chair.

14.2. Members of Council who persist in a breach of the foregoing section, after having been called to order by the Chairman, may, at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting.

14.3. At the discretion of the Chair, a Member of Council may resume their seat following an apology.

14.4. A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.

#### **15. QUESTIONS OF PRIVILEGE**

15.1. A Member of Council who desires to address the meeting upon a matter which concerns the rights or privileges of the Members of Council collectively, or of himself/herself as a Member of Council thereof, shall be permitted to raise such Question of Privilege.

15.2. A Question of Privilege shall take precedence over other matters and while the Chairman is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

#### **16. POINTS OF ORDER**

16.1. A Member of Council who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairman to raise a Point of Order.



When leave is granted, the Member of Council shall state the Point of Order with a concise explanation and shall attend the decision of the Chairman upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debates resumes.

- 16.2. A Member of Council called to order by the Chairman shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chairman unless to appeal the ruling of the Chair.

#### **17. APPEAL RULING**

- 17.1. The decision of the Chairman shall be final, subject to an immediate appeal by a Member of Council of the meeting.
- 17.2. If the decision is appealed, the Chairman shall give concise reasons for his ruling and the Members of Council, without debate, shall decide the question. The ruling of the Members of Council shall be final.

#### **18. MOTIONS**

- 18.1. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairman shall grant permission; however, if any objection is made, it is necessary to obtain leave by Motion to Withdrawn and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 18.2. Any Member of Council may require the motion under discussion to be read at any time during the debate, except when a Member of Council is speaking.
- 18.3. The mover of a motion must be present when the vote on the motion is taken.
- 18.4. When a matter is under debate, no motion shall be received other than a Motion to:
  - 18.4.1. Fix the Time for Adjournment;
  - 18.4.2. Adjourn;
  - 18.4.3. Withdraw;
  - 18.4.4. Table;
  - 18.4.5. Call the Question (that the vote must now be taken);
  - 18.4.6. Postpone to a certain time or date;
  - 18.4.7. Refer;
  - 18.4.8. Amend;
  - 18.4.9. Postpone indefinitely;which shall be the order of precedence.
- 18.5. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

- 18.6. A Motion to Table may be made when a Member of Council wishes Council to decline to take a position on the main question. The motion is not debatable and, when passed, may only be resurrected by a Motion to Raise from the Table.
- 18.7. A Motion to Refer shall require direction as to the Person or Group to which it is being referred and is debatable. A Motion to Refer is generally used to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider.
- 18.8. A Motion to Postpone to a Certain Time or Date is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. A Motion to Postpone to a Certain Time and Date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- 18.9. A Motion to Postpone Indefinitely must include a reason for postponement and is debatable. Debate can go into the main question. A Motion to Postpone Indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.
- 18.10. Motion to Amend
  - 18.10.1. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chairman shall rule on disputes arising from amendment.
  - 18.10.2. The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
  - 18.10.3. Nothing in this section shall prevent other proposed amendments being read for the information of the Members of Council.
  - 18.10.4. When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member of Council, be taken separately.
- 18.11. Motion to Reconsider
  - 18.11.1. After a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the meeting adjourned, any Member of Council who voted with the prevailing side may make a motion to Reconsider and shall state the reason for making a Motion to Reconsider.
  - 18.11.2. Debate on a Motion to Reconsider must be confined to reasons for or against reconsideration.
  - 18.11.3. If a Motion to Reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
  - 18.11.4. Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members of Council present to carry it, unless otherwise required by this Bylaw.



18.11.5.If a Motion to Reconsider is moved at a subsequent meeting by a Member of Council who voted with the prevailing side, it shall be preceded by a Notice of Motion and shall require a majority vote of the Members of Council present to carry it, unless otherwise required by this Bylaw.

18.11.6.A Notice of Motion to Reconsider any decided matter shall not operate to stop or delay action on the decided matter unless the Council may a majority vote of the Members of Council present shall so direct.

18.11.7.A Motion to Rescind a previous motion may be accepted by the Chair; and if passed by a majority vote of the Members of Council present, the previous motion referred to would be declared null and void.

## **19. NOTICE OF MOTION**

19.1. Notice of Motion should be used to give notice when an extended period of time is advisable prior to considering a subject.

19.2. In accordance with Section <sup>19.1</sup>~~20.1~~, a Notice of Motion may be received by the Council Recording Secretary prior to the closing of the meeting. In this event, the Member of Council shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.

19.3. A Member of Council may present and describe a Notice of Motion for consideration at the next meeting or other meeting date as specified by the mover.

19.4. A Member of Council who hands a written Notice of Motion to the Council Recording Secretary to be read at any regular meeting need not necessarily be present during the reading of the Motion.

19.5. A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the Agenda for such meeting.

## **20. VOTING - QUESTION**

20.1. When a Motion that a Vote be Taken (Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members of Council present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.

20.2. When the Chairman, having ascertained that no further information is required, commences to take a vote, no Member of Council shall speak to or present another motion until the vote has been taken on such motion or amendment.

20.3. A Member of Council who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

## **21. VOTING - PECUNIARY INTEREST (CONFLICT)**

21.1. Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to

any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

**22. REQUIREMENT TO VOTE**

- 22.1. Every Member of Council present, including the Mayor, shall vote on every matter, unless:
  - 22.1.1. the Member of Council is required to abstain from voting under this or any other bylaw or enactment; or
  - 22.1.2. the Member of Council is permitted to abstain from voting under this or any other bylaw or enactment.
- 22.2. A Member of Council present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member of Council is excused from voting pursuant to this section.
- 22.3. Votes shall be made by the raising of hands as the Chairman calls for those in favour or against.

**23. RECORDED VOTE**

- 23.1. Before Council takes a vote, a Member of Council may request that the vote be recorded.
- 23.2. When a Member of Council requests a Recorded Vote, all Members of Council present, unless required to permitted to abstain from voting, shall vote as the Chairman calls for those in favour and against.
- 23.3. The Council Recording Secretary shall, whenever a Recorded Vote is requested by a Member of Council, record in the minutes the names of each Member of Council present and whether the Member of Council voted for or against the matter and the Chairman shall announce the results of the vote.

**24. TIE VOTE**

- 24.1. If there is an equal number of votes for and against a resolution or Bylaw, the resolution or bylaw is defeated.

**25. ADJOURNMENT**

- 25.1. A Motion to Adjourn the meeting shall be in order except:
  - 25.1.1. when a Member of Council is in possession of the floor, or
  - 25.1.2. when it has been decided that the vote now be taken, or
  - 25.1.3. during the taking of a vote.

**26. ADJOURNMENT TIME**

- 26.1. Unless otherwise determined pursuant to the provisions of this Bylaw, adjournment time is:
  - 26.1.1. at the conclusion of the Agenda as adopted by Council or when a Motion to Adjourn has been passed;



26.1.2. At ten o'clock in the afternoon (10:00 PM) if a Meeting is in session at that hour.

26.2. Notwithstanding the provisions of Section 26.1, Council may, by a two-thirds majority vote of Members of Council present, agree to an extension of time. A vote to extend the time of such Meeting beyond ten o'clock in the afternoon must be taken not later than ten o'clock in the afternoon.

26.3. Unless there has been a motion passed by the required majority within the prescribed time extending the Council Meeting beyond ten o'clock in the afternoon, all matters of business which appear on the Agenda for a Meeting and which have not been dealt with by that time shall be deemed to be tabled until the next Regular Meeting of Council.

## **27. BYLAWS**

27.1. Where a Bylaw is presented to a meeting for enactment, the City Manager or his designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.

27.2. The following shall apply to the passage of all Bylaws:

27.2.1. A Bylaw shall be introduced for first reading by a Motion that it be Read a First Time specifying the number of the Bylaw;

27.2.2. After a Motion for First Reading of the Bylaw has been presented, Members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;

27.2.3. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading.

27.2.4. When all amendments have been accepted or rejected, the Chairman shall call the Question on the Motion for First Reading of the Bylaw.

27.2.5. When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established following first reading.

27.2.6. All aspects of the passage of a Bylaw at first reading shall apply to second and third readings of any Bylaw.

27.3. Three Readings

27.3.1. A Bylaw shall not be given more than two readings at one meeting unless the Members of Council present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings.

27.3.2. A Bylaw shall be passed when a majority of the Members of Council present vote in favour of third reading, provided that any applicable Provincial Statute does not require a greater majority.

27.4. When a Bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the City and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

27.5. The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw

27.5.1. does not receive third reading within two years of first reading or

27.5.2. is defeated on second or third reading.

27.6. After passage, a Bylaw shall be signed by the Mayor or Mayor's designate and by the City Manager or his designate and shall be impressed with the corporate seal of the City.

**28. PUBLIC HEARINGS**

28.1. The conduct of any statutory Public Hearing shall be governed by this Bylaw.

28.2. Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.

28.3. The Chairman shall declare the Public Hearing in session and shall outline Public Hearing Procedures.

28.4. The City Manager shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.

28.5. The Chairman shall request those who wish to make presentations to identify themselves. The Chairman shall then open the floor to public presentations.

28.6. The Chairman shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.

28.7. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.

28.8. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.

28.9. Following public presentations, the Chairman shall close the Public Hearing.

28.10. If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.

28.11. After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may:

28.11.1. pass the bylaw or resolution, or

28.11.2. make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

28.12. When a Public Hearing on a proposed Bylaw or resolution is held, a Member:

28.12.1. must abstain from voting on the Bylaw or resolution if the Member was absent from all of the Public Hearing, and



28.12.2. may abstain from voting on the Bylaw or resolution if the Member was only absent from a part of the Public Hearing.

**29. PRIOR BYLAWS**

29.1. This Bylaw supersedes and takes precedence over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may be in conflict with this Bylaw.

**30. EFFECTIVE DATE**

30.1. This Bylaw comes into effect upon the final passing and proper signature thereof.


**31. REPEAL OF BYLAWS**


31.1. Bylaws #1857, C34-86 and C20-90 are hereby repealed.

READ A FIRST TIME this 23RD day of MARCH, 1998


READ A SECOND TIME this 27TH day of APRIL, 1998

READ A THIRD TIME AND FINALLY PASSED this 27TH day of APRIL, 1998

  
MAYOR

  
DIRECTOR, LEGISLATIVE SERVICES

Date Signed: APRIL 28, 1998

CITY OF FORT SASKATCHEWAN			
APPROVED		DATE	INT.
Dir. Leg. Svcs.	Legal & Form	28/4	
Dep't.	Content	28/4	TA
City Mgr.	Principle	28/4/98	

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