



The Corporation of the Town of Fort Smith Policy and Procedures Manual Policy GV106 Council Procedures

1. Statement of Policy

The Town of Fort Smith wishes to establish a process for manner in which the business of Council is carried out.

2. Purpose of Policy

Establish the process to operate the meetings of Council in an effective manner.

3. Definitions

- a. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- b. *Council Meeting* – the regularly scheduled meeting(s) of Council and its committees as per the Council Procedures Bylaw.
- c. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- d. *SAO* - Senior Administrative Officer of the Municipal Corporation of the Town of Fort Smith
- e. *Staff Lead* – the Director or other staff member assigned by the SAO to work with Council or Committees of Council.
- f. *Town* – the Municipal Corporation of the Town of Fort Smith
- g. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

4. Meetings of Council and its Committees

- a. Meeting Procedures
 - i. Council has determined that to be most effective, business matters will generally be addressed through the appropriate Standing Committee to Committee of the Whole to Town Council. Advisory Boards and Ad Hoc Committees will be established as required to provide information to appropriate Standing Committee or to Committee of the Whole depending on its mandate.
 - ii. Mayor and Council are asked to provide request for information from Administration prior to the particular meetings so research can be carried out to provide responses to these requests. These requests will be made to the SAO and copied to the Mayor. The earlier information requests can be made, the more thorough the research can be. Members of the Advisory Boards and Ad Hoc Committees will also follow this procedure.

- iii. To move efficiently through the business of all meetings, members and assigned staff for that meeting are asked to be prepared to discuss the agenda items. The provision of supporting documents will be in writing.
- iv. All meetings will have a standard format for the agenda and the minutes of that meeting.
- v. The agenda item will be as descriptive as possible so all members and the general public are aware of the matters to be discussed. The agenda and supporting documents will be posted on the website and be available to the general public at least two (2) working days prior to the meeting. Hard copies of the agenda package will be available at the meeting.
- vi. Should supporting documents be for items that will be discussed at in-camera sessions, as outlined in Section 23 of the Cities, Towns and Villages Act, they will only be provided in hard copy form at the meeting and the decision to release this information will be determined at the in-camera session.
- vii. Minutes will be concise and to the point. They will include all decisions of the meeting, requests for information or action, and any comments that the members specifically asked to be included.
- viii. Minutes of each meeting will be provided to the members of that particular meeting within three (3) working days for review. Members will have two (2) working days to provide feedback. The minutes will then be sent to the next level for review and approval. Upon approval of minutes, they will be posted on the website and be available for the general public. Should a meeting occur after the time frames noted above, only time sensitive matters will be sent to Standing Committees, Committee of the Whole, and/or Town Council meetings.
- ix. An action plan will be established for each committee to ensure that any follow-up from the meeting is completed.
- x. For any meetings that fall during a meal time, refreshments will be provided.

b. Standing Committee Meetings

- i. One week prior to any Standing Committee meeting, the SAO will ensure the Chair, Mayor, Councillors assigned to the Standing Committee, and the Lead Staff assigned to the Standing Committee receives an electronic request for agenda items. Agenda items must be received within two (2) working days of this notice.
- ii. The SAO will ensure the agenda is provided to the members and assigned staff of the Standing Committee within two (2) working days prior to the meeting.
- iii. The SAO and/or Lead Staff will provide written supporting documents for agenda items to be distributed with the agenda as in paragraph ii above.

- iv. Standing Committee meetings will be no longer than seventy-five (75) minutes. At the seventy-five (75) minute mark, the agenda item under discussion will be completed if less than fifteen (15) minutes is required. Should the agenda item require more than fifteen (15) minutes to complete the item and/or if other agenda items have not been completed, the Standing Committee will determine a date to complete the meeting's business.
- c. Committee of the Whole Meetings
 - i. The SAO, in consultation with the Mayor, will ensure that the agenda is completed and sent to Council by noon on the Friday prior to the meeting.
 - ii. Members of Council will have until noon on the Monday prior to the meeting to request additional items be added to the agenda.
 - iii. Should Council bring additional items to the meeting during the Mayor and Council agenda item, these matters will be directed to the appropriate committee or the SAO for follow-up.
- d. Town Council Meetings
 - i. The SAO, in consultation with the Mayor, will ensure that the agenda is completed and sent to Council by noon on the Friday prior to the meeting.
 - ii. Members of Council will have until noon on the Monday prior to the meeting to request additional items be added to the agenda.
 - iii. Should Council bring additional items to the meeting during the Mayor and Council agenda item, these matters will be directed to the appropriate committee or the SAO for follow-up.
- e. Working Sessions
 - i. Working Sessions may, on occasion, be required for strategic planning and determining the manner in which Council will conduct its business.
 - ii. These sessions will be for Mayor, Councillors, and SAO. Council may also request the attendance of other staff or persons providing information required by Council.
 - iii. All decisions made at this meeting must be ratified at the next Council meeting.
- f. Advisory Board Meetings
 - i. One week prior to any Advisory Board meeting, the SAO/Lead Staff will ensure the Chair, Mayor, Councillors assigned to the Advisory Board, and all members of the Advisory Board receive an electronic request for agenda items and notice of meeting. Agenda items must be received within two (2) working days of this notice.
 - ii. The SAO/Lead Staff will ensure the agenda is provided to the members of the Advisory Board within two (2) working days prior to the meeting.
 - iii. The SAO/Lead Staff will provide written supporting documents for agenda items to be distributed with the agenda as in paragraph ii above.

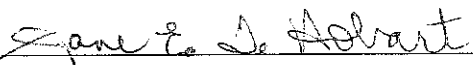
- iv. Advisory Board meetings will be no longer than seventy-five (75) minutes. At the seventy-five (75) minute mark, the agenda item under discussion will be completed if less than fifteen (15) minutes is required. Should the agenda item require more than fifteen (15) minutes to complete the item and/or if other agenda items have not been completed, the Advisory Board will determine a date to complete the meeting's business.
- g. Ad Hoc Committee Meetings
 - i. One week prior to any Ad Hoc Committee meeting, the SAO/Lead Staff will ensure the Chair, Mayor, Councillors assigned to the Ad Hoc Committee, and all members of the Ad Hoc Committee receive an electronic request for agenda items and notice of meeting. Agenda items must be received within two (2) working days of this notice.
 - ii. The SAO/Lead Staff will ensure the agenda is provided to the members of the Ad Hoc Committee within two (2) working days prior to the meeting.
 - iii. The SAO/Lead Staff will provide written supporting documents for agenda items to be distributed with the agenda as in paragraph ii above.
- h. Electronic Decisions
 - i. Should a matter be deemed time sensitive by the Mayor and SAO, a written briefing as well as request for vote will be sent to Council via their Council email address. Council members will be requested to send their vote by return email within three (3) business days of the date and time of the email request. If no response is received from a Council member by the deadline, efforts will be made to contact that Council member personally.
 - ii. Any decision made electronically must be ratified at the next meeting of Town Council.
 - iii. This method of voting shall be used very sparingly.

5. Selection of Advisory Boards and Ad Hoc Committees

- a. Advisory Boards
 - i. The Town will advertise positions on its Advisory Boards.
 - ii. Any members of the general public who are interested in serving on these Advisory Boards will be requested to send a written/electronic expression of interest which includes past experience in the mandated area of the Advisory Board.
 - iii. This information will be passed along to the appropriate Standing Committee for follow-up which may include recommendation for appointment.

b. Ad Hoc Committees

- i. The Town will advertize positions on its Ad Hoc Committees.
- ii. Any members of the general public who are interested in serving on these Ad Hoc Committees will be requested to send a written/electronic expression of interest which includes past experience in the mandated area of the Ad Hoc Committee.
- iii. This information will be passed along to the appropriate Standing Committee for follow-up which may include recommendation for appointment.



Mayor Janie Hobart



SAO Brenda Black