



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy GV107
Question Period during Council Meetings

1. Statement of Policy

The Town of Fort Smith wishes to establish a question period at the end of business during Council meetings to allow for questions from the public.

2. Purpose of Policy

Establish the process to allow question period to operate 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 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. *Town* – the Municipal Corporation of the Town of Fort Smith
- f. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

4. Question Period Process

- a. Question Period will be held after all business of Council is completed during a Town Council Meeting
- b. The length of Question Period will be no longer than thirty minutes (30) unless unanimous consent of Council is received and it cannot be extended for more than another thirty (30) minutes.
- c. Each person will be allowed a maximum of five (5) minutes to ask their questions unless unanimous consent of Council is received.
- d. Answers will provided following the question if all of the information is available to answer the question. Should further information or research be required, the questions will be referred to the Standing Committee or Department that can best answer same. A written response will be provided or the person asking the question will be invited to the appropriate meeting as appropriate.


Mayor Janie Hobart


A/SAO Sydney O'Sullivan