

CITY OF FORT ST. JOHN

BYLAW NO. 2626, 2025

COUNCIL PROCEDURE AMENDMENT BYLAW

Amends Council Procedure Bylaw No. 2403, 2017

NOW, THEREFORE, the Council of the City of Fort St. John, in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as “Council Procedure Amendment Bylaw No. 2626, 2025”.

AMENDMENT

2. That Council Procedure Bylaw No. 2403, 2017 Schedule A is hereby amended in the following manner:

- 1) Repealing Section 16 (1) in its entirety and replacing it with:

“Order of Proceedings and Business

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 1. Call to Order
 2. Notice of New Business
 - a) Mayor’s List
 - b) Councillors’ Additions
 - c) Chief Administrative Officer’s Additions
 3. Adoption of the Agenda
 4. Recommendations from Committee of the Whole
 5. Adoption of Minutes
 6. Business Arising from the Minutes
 7. Presentations and Delegations
 8. Development Variance Permits/Temporary Use Permits Administration Reports
 9. 6:00 p.m. Public and Statutory Hearings and Public Meetings (and third reading or adoption of bylaws where applicable after each hearing/meeting)
 10. Correspondence
 11. Council Information Package
 12. Reports from the CAO and Administration

13. Bylaws
14. New Business
15. Notice of Motion
16. Questions from the Media and Public
17. Reports by Mayor and Council
18. Resolution to Move to Closed Meeting
19. Adjournment”

- 2) Inserting two new sections after the current Section 17, to be numbered Section 18 and Section 19 as follows, with all subsequent sections renumbered accordingly,

“Questions from the Media and Public

18. (1) At the conclusion of Council business, members of the media and public will be provided an opportunity to address Council for the purpose of seeking clarification on items discussed at that meeting.

- (2) Each speaker will be permitted a maximum of two (2) minutes.

- (3) Questions and comments must relate solely to items discussed by Council at that meeting.

- (4) Media and members of the public may not address Council on:

- a. Any Bylaw, Temporary Use Permit, or Development Permit that has been referred to a public hearing;
 - b. Any Bylaw, Temporary Use Permit, or Development Permit for which a public hearing has been held but the bylaw has not yet been adopted;
 - c. Any Zoning Bylaw for which a public hearing is waived under provisions of the Local Government Act; or
 - d. Any Zoning Bylaw for which a public hearing is prohibited under provisions of the Local Government Act.

- (5) Media and members of the public may not ask questions, make presentations, or comment on matters that are:

- a. Unrelated to items discussed by Council at the meeting;
 - b. Related to personnel matters;
 - c. Subjects for which Council has established a separate process for public input or feedback;
 - d. Related to nominated political candidates;
 - e. Involving legal actions in which the City is a party; or
 - f. Previously raised by the same media outlet or member of the public within the preceding twelve (12) months, unless substantially new information is provided.

- (6) The Mayor or Acting Mayor, shall preside over this portion of the meeting and may exercise discretion to extend or curtail the question period to ensure orderly conduct.

- (7) Speakers will use respectful behaviour and language, follow direction from the Mayor or Acting Mayor, and abide by all procedural rules of Council.
- (8) All comments must be directed to Council through the Mayor or Acting Mayor. Debate with individual Council Members is not permitted.
- (9) The question period is intended for clarification and does not constitute a forum for debate or decision-making.
- (10) This portion of the meeting shall not form part of the official minutes, unless Council directs otherwise.
- (11) Matters requiring follow-up may be referred by the Mayor or Acting Mayor to the Chief Administrative Officer for review and response.

Reports by Mayor and Council

- 19. (1) The purpose of this section is to allow Council Members to provide brief updates, announcements, or reports regarding:
 - Activities undertaken in their official capacity,
 - Meeting attended on behalf of Council,
 - Community events or initiatives relevant to municipal operations or interests; and
 - Other informational matters of public interest.”
- 3. If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

READ FOR THE FIRST THREE TIMES THIS 24th DAY OF November, 2025

Public Notice given in accordance with 124(3) of the *Community Charter* on November 30, 2025.

ADOPTED THIS ____ DAY OF _____, 2025.

LILIA HANSEN
MAYOR

BONNIE MCCUE
CORPORATE OFFICER