

# CITY OF PRINCE ALBERT

## SPECIAL CITY COUNCIL MEETING

### A G E N D A



**MONDAY,**  
**AUGUST 23, 2010**

**4:00 P.M.**

**COUNCIL CHAMBER**  
**CITY HALL**

1. **CALL TO ORDER:**

Mayor J. Scarrow will call the meeting to Order.

2. **PRAYER:**

The City Clerk will offer the prayer.

3. **SUBMISSION OF PECUNIARY INTEREST:**

4. **APPROVAL OF AGENDA:**

*"That the Agenda for this meeting be approved,  
as presented."*

**5. REPORTS OF ADMINISTRATION & COMMITTEES:**

Page No.

- 5.1 Report from City Clerk dated August 12, 2010, with respect to **Procedure Bylaw Amendment – Third Reading. (BYLAW NO. 28 OF 2010) (RPT#CORP-CLK-10-17)**

1

*Recommendations:*

- “1. That Bylaw No. 28 of 2010 be given third reading; and,*
- 2. That Bylaw No. 28 of 2010 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.”*

**6. UNFINISHED BUSINESS – BYLAWS:**

- 6.1 **Bylaw No. 28 of 2010, a Bylaw to amend City Council’s Procedure Bylaw No. 10 of 2005, as amended, to amend the commencement time for City Council meetings and the day that Committee of the Whole Council Incamera meetings are held. (3<sup>rd</sup> Reading)**

8

*3<sup>rd</sup> Reading:*

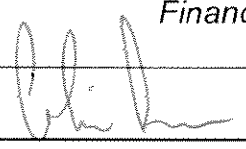

*“That Bylaw No. 28 of 2010 be read a third time and passed; and, that Bylaw No. 28 of 2010, be now adopted, sealed and signed by the Mayor and City Clerk.”*

**7. ADJOURNMENT:**



# City of Prince Albert

## REPORT APPROVAL FORM

|  |   |  |                 |
|--|---|--|-----------------|
| <b>Report Title:</b>                     | Bylaw No. 28 of 2010 -<br>Third Reading<br>(RPT#CORP-CLK-10-17)   | <b>Date:</b>   | August 12, 2010 |
| <b>Prepared By:</b>                      | Cliff Skauge, City Clerk  |  |                 |
| <b>Prepared For:</b>                     | City Council  |  |                 |
| <b>Report Type:</b>                      | Routine <input checked="" type="checkbox"/> Substantive <input type="checkbox"/> Financial <input type="checkbox"/> |  |                 |
| <b>City Manager</b>                      | <input checked="" type="checkbox"/>   |    |                 |
| <b>Director of Financial Services</b>    | <input type="checkbox"/>  | _____  |                 |
| <b>Director of Public Works</b>          | <input type="checkbox"/>  | _____  |                 |
| <b>Director of Community Services</b>    | <input type="checkbox"/>  | _____  |                 |
| <b>Director of Ec.Dev &amp; Planning</b> | <input type="checkbox"/>  | _____  |                 |
| <b>Fire Chief</b>                        | <input type="checkbox"/>  | _____  |                 |
| <b>Director of Corporate Services</b>    | <input checked="" type="checkbox"/>   |  |                 |
| <b>City Solicitor</b>                    | <input type="checkbox"/>  | _____  |                 |
| <b>Chief of Police</b>                   | <input type="checkbox"/>  | _____  |                 |
| _____                                    | <input type="checkbox"/>  | _____  |                 |

### Report Type ~ Definitions:

|                    |   |
|--------------------|---|
| <b>Routine</b>     | Matters which are routine in nature and/or follow existing Council policy require Department Head and City Manager approval.  |
| <b>Substantive</b> | Matters which require the concurrence of more than one department and/or are complex in nature require the approval of the City Manager prior to being provided to elected officials. |
| <b>Financial</b>   | Matters having any financial implications require the approval of the Director of Financial Services and the City Manager.  |



# City of Prince Albert

## REPORT

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**Report Title:** Bylaw No. 28 of 2010 – Third Reading (RPT#CORP-CLK-10-17)

**Date:** August 12, 2010

**Prepared By:** Cliff Skauge, City Clerk

**Prepared For:** City Council

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### RECOMMENDATION:

1. That Bylaw No. 28 of 2010 be given third reading.
2. That Bylaw No. 28 of 2010 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.

### JUSTIFICATION FOR INCAMERA:

Not applicable.

### BACKGROUND:

City Council, at its August 9, 2010 meeting, introduced and gave two (2) readings to Bylaw No. 28 of 2010, a Bylaw of The City of Prince Albert to amend City Council's Procedure Bylaw No. 10 of 2005, as amended, to amend the commencement time for City Council meetings and the day that Committee of the Whole Council Incamera meetings are held.

### DISCUSSION:

In order to implement City Council's June 28, 2010 directive, with respect to the commencement time of City Council meetings and the day that Committee of the Whole Council meetings are held, it is necessary to give third reading to Bylaw No. 28 of 2010. This will allow for regular advertising to be undertaken for the new meeting times to commence on September 7, 2010, at 4:30 p.m. or later, for the Incamera Committee of Whole Council meeting, and September 13, 2010, at 5:00 p.m. for the City Council meeting.

### OPTIONS:

**FINANCIAL IMPLICATIONS:**

Not applicable.

**PUBLIC NOTICE/COMMUNICATIONS:**

Advertising for the meeting times will be placed in The City Page to advise the general public.

**STRATEGIC PLAN GOAL:**

**ATTACHMENTS:**

Report from City Clerk dated July 26, 2010.

**CONCLUSION:**

I would therefore forward the above noted recommendations to City Council for approval.

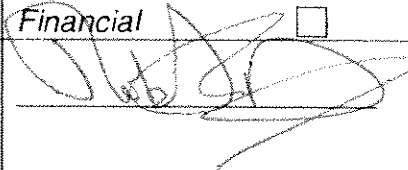
**Respectfully Submitted,**

  
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CITY CLERK



# City of Prince Albert

## REPORT APPROVAL FORM

|   |  |  |               |
|---|--|--|---------------|
| <b>Report Title:</b>                          | City Council and Committee of the Whole Council Incamera Meeting Times - Amendment to City Council's Procedure Bylaw (Bylaw No. 28 of 2010) (RPT#CORP-CLK-10-16) | <b>Date:</b>   | July 26, 2010 |
| <b>Prepared By:</b>                           | Cliff Skauge, City Clerk   |  |               |
| <b>Prepared For:</b>                          | Executive Committee  |  |               |
| <b>Approval Required By:</b>                  |  | <b>Report Type:</b>  |               |
|   |  | Routine <input checked="" type="checkbox"/><br>Substantive <input type="checkbox"/><br>Financial <input type="checkbox"/>  |               |
| <b>City Manager</b>                           | <input checked="" type="checkbox"/>  | <br><hr/><br><hr/><br><hr/><br><hr/><br><hr/><br><hr/><br><hr/><br><hr/><br><hr/> |               |
| <b>Director of Financial Services</b>         | <input type="checkbox"/>   |  |               |
| <b>Director of Public Works</b>               | <input type="checkbox"/>   |  |               |
| <b>Director of Community Services</b>         | <input type="checkbox"/>   |  |               |
| <b>Director of Ec.Dev &amp; Planning</b>      | <input type="checkbox"/>   |  |               |
| <b>Director of Fire &amp; Emerg. Services</b> | <input type="checkbox"/>   |  |               |
| <b>Director of Corporate Services</b>         | <input checked="" type="checkbox"/>  |  |               |
| <b>City Solicitor</b>                         | <input type="checkbox"/>   |  |               |
| <b>Chief of Police</b>                        | <input type="checkbox"/>   |  |               |

### Report Type ~ Definitions:

|                    |   |
|--------------------|---|
| <b>Routine</b>     | Matters that are routine in nature and/or follow existing Council policy require Department Head approval only  |
| <b>Substantive</b> | Matters that require the concurrence of more than one department and/or are complex in nature and require the approval of the City Manager prior to being provided to elected officials |



# City of Prince Albert

## REPORT

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**Report Title:** City Council and Committee of the Whole Council Incamera Meeting Times - Amendment to City Council's Procedure Bylaw being Bylaw No. 10 of 2005, as amended (Bylaw No. 28 of 2010) (RPT#CORP-CLK-10-16)

**Date:** July 26, 2010

**Prepared By:** Cliff Skauge, City Clerk

**Prepared For:** Executive Committee

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### RECOMMENDATIONS:

1. That Bylaw No. 28 of 2010 to amend City Council's Procedure Bylaw No. 10 of 2005, as amended, to change the commencement time for City Council Meetings and the day that Committee of the Whole Council Incamera meetings are held, be given three (3) readings and passed; and,
2. That consideration of Bylaw No. 28 of 2010 be laid on the table and brought up under the Order of Business "Introduction and Consideration of Bylaws".

**JUSTIFICATION FOR INCAMERA:** N/A

### BACKGROUND:

As members of Council are aware, City Council at its June 28, 2010 meeting, approved the following Motion to change the commencement times for the City Council meetings and the day that Committee of the Whole Council Incamera meetings are held:

- 1. That Committee of the Whole Council Incamera meetings be scheduled at 4:30 p.m., or later, on the same day as the Executive Committee meetings;*
- 2. That ratification of Committee of the Whole Council recommendations be continued by scheduling a Special City Council meeting immediately following the Incamera meeting, as has been the practice for the last number of years;*

3. *That the commencement time of City Council meetings be established at 5:00 p.m., based on the current 2010 schedule, except for the months of July and August, which meetings will be held at 4:00 p.m; and,*
4. *That the City Clerk be authorized to forward a further report, along with the necessary amendments to City Council's Procedure Bylaw No. 10 of 2005, as amended, to include the new meeting commencement times, for consideration by City Council."*

**DISCUSSION:**

In order to implement the new meeting times, it is necessary to amend City Council's Procedure Bylaw No. 10 of 2005, as amended, to reflect the requirements of City Council Resolution No. 0462 of June 28, 2010.

As well, Section 12(3) of the Procedure Bylaw currently stipulates that the Committee of the Whole Council Incamera meeting is to be held immediately preceding the regular Monday meeting of Council. Therefore, the attached amending Bylaw also includes the necessary change to allow for the Committee of the Whole Council Incamera meeting to be scheduled following the Executive Committee meeting.

**OPTIONS:**

1. Give three (3) readings to the amending Bylaw No. 28 of 2010; or,
2. Consider other options.

**FINANCIAL IMPLICATIONS:**

With City Council meetings commencing at 5:00 p.m., for all meetings except July and August, there will be no need to provide supper for members of Council and Administration on the day of the City Council meetings. However, a nutrition tray will be provided on the Executive Committee/Committee of the Whole Council Incamera meeting days, due to the extended day. Overall, this will result in some cost savings to The City.

Also, there will be some energy savings, as the City Council meetings will commence earlier in the day, and therefore, it will not be necessary to extend the heating and cooling for as long of a period on Council meeting days. In addition, there will be a reduction in costs for security services.

**COMMUNICATIONS:** N/A

**ATTACHMENTS:**


Bylaw No. 28 of 2010.

**CONCLUSION:**

The amendments to City Council's Procedure Bylaw No. 10 of 2005, as amended, are necessary to reflect the requirements of City Council Resolution No. 0462 of June 28, 2010, to change the commencement time for City Council meetings and the day that Committee of the Whole Council Incamera meetings are scheduled.

I would, therefore, forward the above noted recommendations for approval.

**Respectfully Submitted,**

  
\_\_\_\_\_  
Cliff Skauge  
CITY CLERK  
CS/sh

# CITY OF PRINCE ALBERT BYLAW NO. 28 OF 2010

*A Bylaw of The City of Prince Albert to amend Bylaw No. 10 of 2005, as amended, to amend the commencement time for City Council meetings and the day that Committee of the Whole Council Incamera meetings are held.*

WHEREAS Bylaw No. 10 of 2005 has been passed pursuant to Section 55(b) of The Cities Act, to regulate the proceedings of City Council and its Committees; and,

WHEREAS City Council deems it necessary to amend the procedure to change the commencement time for City Council meetings and the day that Committee of the Whole Council Incamera meetings are held.

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 10 of 2005, as amended, be further amended as follows:

Section 6(1) – Delete in its entirety.

Insert: City Council shall meet on the 2nd and 4th Monday of each month commencing at 5:00 p.m. in the Council Chamber of the City Hall, except the months of July and August, which meetings shall be held at 4:00 p.m.

Section 12(3) – Delete in its entirety.

Insert: Whenever possible, City Council will endeavour to hold its Committee of the Whole Council Incamera meetings immediately following Executive Committee meetings, and the meeting shall convene at 4:30

p.m., or later, dependent upon the length of the Executive Committee meeting.

2. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 9<sup>th</sup> DAY OF AUGUST, AD 2010.

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF AUGUST, AD 2010.

READ A THIRD TIME AND PASSED THIS DAY OF AUGUST, AD 2010.

MAYOR

CITY CLERK