



## POLICY NO. 52

### COUNCIL MEETINGS AND PROCEEDINGS POLICY

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.
2. In this Policy, unless the context otherwise requires,
  - (a) “business day(s)” means a day when the Municipality of the District of Barrington’s office is open for business;
  - (b) “Chair” means the presiding officer;
  - (c) “Council” means the Council of the Municipality of the District of Barrington;
  - (d) “Council Member(s)” include(s) the Warden unless the context indicates otherwise;
  - (e) “majority” means more than one half of those present, unless the context indicates otherwise.
3.
  - (a) The Council shall hold its meetings as follows:
  - (b) Regular Council meetings will be held on the 4<sup>th</sup> Monday of each month with the exception of the month of December when the meeting will be scheduled earlier in the month to avoid Christmas season.
  - (c) The Council may hold Special Meetings as provided for by Section 19 of the Municipal Government Act.
4. All meetings of the Council shall be held in the Administrative Centre, in Barrington, unless otherwise designated by a resolution of the Council, beginning at 7:00pm.
5.
  - (a) During a meeting, the Council may adjourn for short periods or to another place, without ending the meeting.
  - (b) Councillors not present at roll call may have their name entered as present when they join the Council at the place of meeting
  - (c) All meetings of the Council shall be open and public except as provided for in Section 22(1) of the Municipal Government Act.
6. In the temporary absence of the Warden and Deputy Warden, the Council may elect a Chair from the Councillors present.
7.
  - (a) Upon the opening of each regular council meeting, minutes of the last meeting

shall be approved. Minutes may be approved as circulated or as amended. By resolution of Council, minutes of the last meeting may be read.

- (b) When the minutes have been approved, a correct copy of the same shall be entered in the Minute Book and shall be signed by the Chair and Clerk.
  - (c) Where no resolution of Council is made to approve the minutes, the minutes shall be entered into the Minute Book and shall be stamped unapproved.
  - (d) Video or audio recordings of all special and regular council meetings, will be posted on the Municipal Website and shall remain on the website for a period of 1 year and deleted from the website after that time. No recordings shall be kept after the 1 year period.
- 8.
- (a)
    - (1) At each meeting, unless a majority of the Council consent to a different order for that meeting, the Council shall conduct business in the following order;
    - (2) Moment of Silence;
    - (3) Public Hearings (when applicable)
    - (4) Additions to the Agenda
    - (5) Approval of the Agenda
    - (6) Approval of the Minutes;
    - (7) Presentations and Delegations;
    - (8) Matters Arising from the Minutes;
    - (9) Correspondence;
    - (10) Committee Reports;
    - (11) Motions
    - (12) Notice of Motions;
    - (13) New or other business
    - (14) Adjournment
    - (15) Closed Sessions – Council may meet in closed session (in-camera) as allowed for in Section 22(2) of the Municipal Government Act. The location of an in-camera discussion in an agenda will be dependent on the discussion. Whenever Council emerges from a Closed Session it will be the first order of business for the Warden or Chairperson to provide for the record and public gallery the type of matter that was discussed in Closed Session and then invite from members any motion related to Closed Session business.

**(16) PROVIDED HOWEVER,** that at the first meeting of the Council after a general election of Councillors, and whenever the office of Warden or Deputy Warden becomes vacant, the first business after the calling of the roll shall be the election of a Warden and Deputy Warden if such office is then vacant;

- (b) All information and/or correspondence related to agenda items shall be attached to the web-agenda or else forwarded to all council members by e-mail (or paper) prior to meetings, except for agenda items related to Section 22(2) of the Municipal Government Act.
- (c) Individuals/delegations requesting to address Council or committees of council shall first complete Form "A" attached. Upon receipt of a completed Form "A", the CAO shall review the Form to ensure all required information has been provided and determine the most appropriate course of action to handle the request.

Form "A" may be:

- a) Placed on an appropriate agenda;
- b) Referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff.
- c) Refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality.
- d) Refused, for any other reason, after consultation with Councillors, with explanation by the CAO in writing to Council giving the reason for the refusal.

The general guideline to be followed is that there will be no more than a maximum of two (2) presentations scheduled for any council/committee meeting with a maximum of two speakers for any one presentation unless previously arranged and that presentations be limited to 15 or 30 minute periods.

- (d) Councillors shall take turns presenting Committee Recommendations to Council. The Chair shall request a mover and seconder for each recommendation put forth.
  - (e) Names of mover and seconder of motions will not be recorded in the minutes.
9. (a) The Chair shall preserve order and endeavour to conduct all business to a speedy and proper result.
- (b) The Chair shall state every question properly presented to the Council and before putting it to a vote shall ask, "Is the Council ready for the question?" If no Councillor offers to speak, he shall put the question, after which no Councillor shall be permitted to speak upon it.
  - (c) The mover of a motion cannot speak against their own motion, however, they may wish to explain why they have changed their mind in regards to the motion.
  - (d) The decision of the Chair on points of order shall not be debatable, unless the Chair entertains doubts upon the subject and invites discussion; he may speak on points of order in preference to other Councillors; he shall decide questions of order, subject to an appeal to the Council by any Councillors; where the Chair permits discussion on a point of order, no Councillor shall speak more than

once.

- (e) When an appeal is made from the decision of the Chair on a point of order, the Chair shall forthwith put the question, “Shall the decision of the Chair be sustained?”
- (f) The Chair shall, and any Councillor may, call order on any Councillor who violates any rule of order.
- (g) No Councillor shall speak more than twice on any motion except to explain a misconception of his remarks, but the mover of a substantive motion shall have the right to speak a second time to reply and sum up in closing the debate.
- (h) No Councillor shall speak more than five (5) minutes upon any matter at one time. Additional opportunities to speak to the motion or to discuss a motion may be granted only with unanimous consent or that the time for debate be extended only by the unanimous consent of members.
- (i) No Councillor shall stand, speak or whisper so as to interrupt any Councillor who is speaking in Council unless it is to speak to order or to ask the Chair for leave to explain.
- (j) When a Councillor wishes to explain he shall ask leave of the Chair to explain without further comment, and if permitted thereto, shall explain only an actual misunderstanding of language.
- (k) When any Councillor speaks to order, the question of order shall be decided before the matter under discussion is proceeded with
- (l) When any Councillor wishes to speak on a matter he shall request so from the Chair, and shall confine himself to the matter in question; he shall avoid speaking to character and unbecoming language and cease speaking when told his time for speaking has elapsed.
- (m) If more than one Councillor requests permission to speak at one time, the Chair shall determine who first requested and permit that Councillor to speak.
- (n) It is not necessary for the Chair to vacate the Chair in order to debate a motion. The Chair will be permitted to debate a motion following the same rules as other councillors.
- (o) If any person in speaking impeaches the motive of a person, or treats him with personal disrespect, or passes between him and the Chair while he is speaking, or uses profanity and/or obscene language or unbecoming language, or talks or acts so as to distract a person while speaking, or willfully violates any Rule of Order, he shall be censored by the Chair. When any person uses profanity and/or obscene language or unbecoming language, that person shall be advised by the Warden that they are out of order and asked to apologize. If no apology is forthcoming, then the person shall be asked to leave the meeting immediately. If the person fails to leave the meeting then the Warden shall adjourn the meeting until the matter has been

resolved. If necessary the Warden will direct staff to call the RCMP to address the matter.

- (p) If any Councillor deems himself personally aggrieved by a rebuke of the Chair, he, seconded by any other Councillor, may appeal from such rebuke or censor to the Council.
  - (q) Any Councillor shall be heard in his place touching any charge brought against him as a Councillor, but he shall withdraw before the Council proceeds to consider the charge.
  - (r) When a division on any question is demanded, the Chair shall call for the yeas and nays, that is, the Councillors voting in the affirmative shall raise their hand and be counted and then the Councillors voting in the negative shall raise their hand and be counted, and the Chair shall then declare the result.
  - (s) The names of the councillors voting on a question shall be recorded in the minutes in the affirmative or negative.
  - (t) Each Councillor present when a motion is put shall vote on the motion. A member of Council who fails or refuses to vote on a question before the Council is deemed to have voted in the negative.
  - (u) Unless otherwise provided, a majority vote shall determine all questions arising in Council and the Chair must vote on all questions.
  - (v) Where there is a tied vote, the question shall be determined in the negative.
  - (w) Consensus of members may be used for general matters to be decided upon rather than requiring a motion and a division on the motion or matter.
10. (a) Resolutions and amendments thereto are substantive motions and all other motions are procedural.
- (b) All expenditure of funds require Council approval. Approval as part of budget constitutes approval of expenditure by Council.
- (c) At any time before the Council has voted on a motion, it may be withdrawn. Withdrawn motions do not need to be recorded in the minutes.
- (d) When any Motion is before the Council the only Motions in order shall be:
- 1. To adjourn;
  - 2. To lay on the table;
  - 3. To postpone indefinitely;
  - 4. To postpone for a definite period;
  - 5. To refer;
  - 6. To amend.

and when any such motion has been made, motions of a prior order shall be received, and such motions shall be considered and decided in the reverse of the order in which made; All motions shall be seconded.

- (e) A motion to adjourn shall always be in order except in the following cases;
  - 1. When a Councillor is speaking;
  - 2. When a Council is voting;
  - 3. When adjournment was the preceding Motion.
  
- (f) The following Motions shall be decided without debate:
  - 1. To reconsider;
  - 2. For suspension of the order of the day;
  - 3. To permit a Councillor to speak more than twice upon a matter;
  - 4. To postpone to a day certain;
  - 5. To lay on the table;
  - 6. To adjourn.
  
- (g) Every amendment submitted shall be decided or withdrawn before the main Motion is put to a vote, and not more than one (1) amendment of the principal Motion shall be received or considered at one time. Only one (1) amendment to an amendment shall be decided or withdrawn before the amendment is decided.
  
- (h) On an amendment to “strike out and insert”, the matter to be amended shall first be read as it stands, then the words proposed to be struck out, then those to be inserted, and finally, the matter as it would read if so amended.
  
- (i) Unanimous consent can be used to amend a motion if it is not changing the intent of the motion.
  
- (j) NOTICE OF MOTION:  
Any Notice of Motion is to be given at a meeting prior to the meeting at which the motion is actually being considered. Members would receive the Notice of Motion with a written copy of the motion so that they may have time to consider its implications and carry out any required research. Waiver of Notice would have to be approved by vote of the meeting, and then, if approved, the motion may be voted on at the same meeting, at which notice is given, without any further notice being given.  
  
Any Notice of Motion given by a Councillor for a subsequent meeting may in the absence of such Councillor be taken up by another Councillor and a motion in accordance therewith moved by him.
  
- (k) After any question has been declared, either in the affirmative or negative, any Member of Council may, after the decision has been announced from the Chair, and at the same meeting, give notice that he will move for a reconsideration thereof at the next Meeting of Council.

- (l) No discussion of the matter to be reconsidered shall be allowed on the Motion to reconsider.
  - (m) No question shall be reconsidered more than once nor shall vote on a motion to reconsider be reconsidered at any one meeting.
  - (n) Unless by unanimous consent of the Council, no motion shall be reconsidered except as herein provided.
  - (o) In all cases not provided for in these Rules of Order, the Laws of Parliament shall govern proceedings of the Council.
  - (p) When a Report, By-law, Petition or other document is read in Council, the Chair shall endorse thereon a note of the reading, the date and the manner of disposing thereof.
  - (q) Any or all of the foregoing rules may be suspended in its operation in any meeting by the unanimous consent of the Councillors present or by majority vote of Council.
11. (a) When any Councillor presents a Petition, he shall acquaint the Council with its purpose and ask leave for it to be read, which request must be seconded before it is read.
- (b) Any Petition the acceptance of which would involve the expenditure of monies, must be presented at a meeting before the tax rate is set for the new year.

Approved by Council March 10, 2004  
Amended by Council July 27, 2009  
Amended by Council August 24, 2009  
Amended by Council October 26, 2009  
Amended by Council November 23, 2009  
Amended by Council February 22, 2010  
Amended by Council June 29, 2010  
Amended by Council September 27, 2010  
Amended by Council April 28, 2014  
Amended by Council April 27, 2015  
Amended by Council September 26, 2016  
Amended by Council February 27, 2017

**MUNICIPALITY OF THE DISTRICT OF  
BARRINGTON**

**FORM "A"  
TO BE COMPLETED BY ANYONE  
WISHING TO ADDRESS COUNCIL**

Names of individuals making the presentation:

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Contact Person, if different from above:

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Points to be made:

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Purpose and any requests that may be forthcoming from the presentation:

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Time requested for presentation:      15 minutes \_\_\_\_\_ 30 minutes \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: Individuals or groups making presentations are required to address their comments and questions to the Chair of the Meeting only.**