POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C50
SECTION: COUNCIL POLICY	POLICY TITLE: COUNCIL PROCEDURAL POLICY

1. PURPOSE

1.1. The purpose of this policy is to outline the governing rules and operating principles and procedures for the Municipal Council and the Council committees of the Municipality of the District of Argyle.

2. POLICY OBJECTIVE

2.1 The objectives of the Council Procedure Policy are to:

- Clearly communicate the procedures to be used for Council and Committees of Council in the execution of all business for the Municipality of the District of Argyle relating to meeting protocol, election of officers, conflict of interest, rules of order and debate, and motions and voting.
- Provide a guide to procedural motions. Refer to Appendix A.
- Provide a guide to adding and deleting agenda items. Refer to Appendix B

3. DEFINITIONS

a. **"AGENDA"** means the specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.

b. **"CHIEF ADMINISTRATIVE OFFICER"** means the Chief Administrative Officer for the Municipality of the District of Argyle and/or their designate.

c. **"CLERK"** means the Municipal Clerk for the Municipality of the District of Argyle and/or their designate.

d. **"COMMITTEE"** means any committee of Council.

e. **"EXECUTIVE COUNCIL"** is a regular meeting of council that has replaced the Committee of the Whole meeting. This meeting is where Council meets to discuss operational items such as financials, department head reports, and other similar items.

f. **"MAJORITY"** means a number greater than half the total of members.

g. **"PECUNIARY INTEREST"** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act.

h. **"POINT OF ORDER"** means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.

i. **"POINT OF PERSONAL PRIVILEGE"** means a matter that a member considers to question their integrity and/or the integrity of the Council.

j. **"PRESIDING OFFICER"** means the person presiding over a meeting. This may also be referred to as "chair"

k. **"QUORUM"** means a majority of the total number of voting members currently on Council or the committee.

l. **"REGULAR MEETING"** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings. Regular meetings of Council discuss strategic items, councillor reports and other similar items.

4. APPLICATION OF THIS POLICY

4.1. The rules of procedure contained in this policy shall be observed in all proceeding of Council and Council committees and shall be the rules of order and dispatch of business in Council and Council committees.

4.2. All points of order or procedure for which rules have not been provided in this policy shall be decided by the presiding officer in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in the current authorized edition of Robert's Rules of Order.

5. PRESIDING OFFICER

5.1. The Warden shall be the presiding officer at the regular and special Council meetings. Unless unavailable, in which case, the Deputy Warden shall be the presiding officer.

5.2. The Deputy Warden shall be the presiding officer at the Executive Meetings of Council, unless unavailable, in which case, the Warden shall be the presiding officer.

5.3. The chair, or vice-chair in the chair's absence of each standing committee of Council will serve as its presiding officer.

5.4. It shall be the duty of the presiding officer to:

- Open the meeting by taking the chair, calling the members to order and announcing the business before the assembly and the order in which it is to be acted upon;
- Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- Protect all rights of those attending the meeting;

- Receive and put to a vote all motions presented and to announce the result;
- Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- Enforce the rules of order;
- Preserve order and decide points of order;
- Ensure that both Council and the public are provided a safe space to express themselves in a manner consistent with this policy;
- Restrain the members within the rules of order when engaged in debate;
- Determine, at their discretion, whether a motion is in order and whether a motion deals with a policy matter and therefore requires the mandatory 7 days' notice to Councillors from Council;
- Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;
- Ensure that decisions of committee/Council are in conformity with the laws governing the activities of committee/Council;
- Adjourn the meeting when business is concluded;
- Adjourn the meeting without question in the case of grave disorder arising in the meeting place.

6. ELECTION OF WARDEN AND DEPUTY WARDEN

6.1. The Warden will be elected at the inaugural meeting of Council, immediately after the councillors-elect have taken the Oath of Office and signed the Code of Conduct.

6.2. All nominations will be received verbally, with nominations to be closed by motion.

6.3. If there is more than one nomination, voting will take place via secret ballot with counting to take place by the municipal solicitor. After counting, the solicitor will announce if a majority was achieved by any candidate.

6.4. The Warden shall hold office for a term of four (4) years. If the Warden position becomes vacant during a term of Council, the newly elected Warden shall hold office until the end of a

council term. The election of a new Warden in the event of a vacancy shall be held at the next meeting of Council following the vacancy.

6.5. After declaration of the Warden, all ballots related to the election shall be destroyed in the presence of Council, unless otherwise decided by majority vote.

6.6. Election of the Deputy Warden shall take place immediately following the election of the Warden, and be conducted in the same manner as the election of the Warden.

6.7. The Deputy Warden shall hold office for a term of four (4) years. If the Deputy Warden position becomes vacant during a term of Council, the newly elected Deputy Warden shall hold office until the end of the council term. The election of the new Deputy Warden in the event of a vacancy shall be held at the next meeting of Council following the vacancy.

7. INAUGURAL MEETING OF COUNCIL

7.1. The Council shall meet on the second Thursday after November 1 in an election year for its inaugural meeting at 6:30 p.m. in the Argyle Council Chambers, unless otherwise decided by the council-elect.

7.2. The Office of the Chief Administrative Officer shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.

7.3. The Chief Administrative Officer or their designate shall serve as presiding officer for the inaugural meeting until the Warden has been elected, at which time the Warden will assume the chair of the meeting.

8. REGULAR AND SPECIAL COUNCIL MEETINGS

8.1. Unless otherwise decided by Council, all meetings of Council shall be held in Council Chambers, located at the Argyle Municipal Building, 5 J.E. Hatfield Court, Tusket NS.

8.2. Regular meetings of Council will be held on the second Thursday of each month beginning at 6:30 p.m. unless otherwise decided by Council.

8.3. All regular and special Council meetings shall be no more than three (3) hours long, unless a motion to extend the meeting is made.

8.4. Except as provided with the MGA, all meetings of Council shall be open to the public.

8.5. The Office of the Chief Administrative Officer shall advertise regular council meetings within six (6) days of the meeting date.

8.6. Advertising shall include social media notifications, as well as emails to the press.

8.7. In addition to regular Council meetings, the Council may hold such other meetings as may be necessary for the dispatch of business at such time and place as the council determines, if each Council member is notified at least three days in advance, the Clerk gives two days public notice of the meeting.

8.8. When the Warden determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances.

9. REGULAR COUNCIL MEETING ORDER OF BUSINESS

9.1. In preparing the council agenda, the Clerk, under the direction of the Chief Administrative Officer in accordance with the presiding officer, shall state the order of business for consideration of the Council in accordance with the following headings:

- Public Hearings, if any
- Call to order with regrets
- Invitation to Stand and Move – an initiative introduced by Argyle Recreation that fosters a culture of movement to enhance employees and councillor's physical and mental health and wellness. This is to support and normalize adding movement to meetings.
- Approval of Agenda and Conflict of Interest Declaration
- Presentations
- Adoption of Minutes
- Recognizing Argyle – this is the section where councillors can highlight things going on in their community or congratulating statements to residents.
- Warden's Report
- Committee Reports – this is the section where councillors provide a brief overview of the approved minutes of the committees they represent as well as bring up major issues discussed.
- 7 Day Notice– this is the section where policies will be presented for seven (7) day notice.

- Old Business (if applicable)
- For Decision
- For information
- Financial Requests
- Notice of Motion for Next Meeting – this is the section where councillors can make a motion to have something added to the agenda for the next meeting.
- Question/Public Input Period
- In Camera (if applicable)
- Adjournment

9.2. Agendas for Council will be posted the Friday before the meeting, unless the office is closed due to a holiday or other event.

9.3. Documentation may be added to the agenda up to the Monday, or seventy two (72) hours prior to the meeting under the discretion of the chair or presiding officer for the meeting.

9.4. All documentation submitted for the meeting is subject to be removed from an agenda in accordance with Appendix B of this policy.

10. PUBLIC PRESENTATIONS

10.1. Individuals or groups wishing to make a presentation to Council must submit a completed "Request for Presentation to Council" form.

10.2. Approved presentations are placed on the agenda of the next available meeting on an "as requested" basis.

10.3. Presentations must be within the jurisdiction of the Municipality.

10.4. Presentations must not be intended to sell or market a product.

10.5. Where a presenter has previously addressed Council, further applications to address Council in relation to the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented unless specifically approved by Council in advance of the presentation. The issue, however, can be addressed by other means (i.e. written report to Council).

10.6. Once an application has been received by the Office of the CAO, staff will determine:

- Whether the subject matter is appropriate; and
- Advise the presenter whether the application was approved or denied and when the next opening for presentation is.

10.7. Presenters have 10 minutes for their presentation with an additional 10 minutes allowed for questions from Council.

10.8. Presentations from Municipal partner organizations shall be limited to 20 minutes per presentation.

10.9. A copy of the presentation must be submitted to the CAO office the Friday prior to the presentation.

10.10. If a presentation request can be addressed adequately by staff or department, it will be referred to that department.

10.11. Members of Council may ask clarifying questions from the presenter.

10.12. The presentation topic shall be added for decision/discussion at the meeting following the presentation.

10.13. The chairperson may interrupt the presentation when the timeframe is exceeded and ask direction from Council on whether the presentation shall continue.

11. EXECUTIVE MEETINGS OF COUNCIL

11.1. Unless otherwise decided by council, all executive meetings of council shall be held in Council Chambers, located at the Argyle Municipal Building, 5 J.E. Hatfield Court, Tusket NS.

11.2. Executive Meetings of Council will begin, not livestreamed, at either 5:45 or 6:00 p.m. with a Department Head update.

11.3. Executive Meetings of Council will begin being livestreamed at 6:30 p.m. once regular business begins.

11.4. A Department Head Report will be available for public viewing during the livestreamed part of the meeting.

11.5. Executive Council Meetings will be held on the last Thursday of each month beginning at 6:30 p.m. unless otherwise decided by Council.

11.6. All executive council meetings shall be no more that two and a half (2.5) hours long, unless a motion to extend the meeting is made.

11.7. Except as provided with the MGA, all meetings of council shall be open to the public, including the non-livestreamed part of the meeting.

12. EXECUTIVE MEETINGS OF COUNCIL ORDER OF BUSINESS

12.1. In preparing the Executive Council agenda, the Clerk, under the discretion of the Chief Administrative Officer in accordance with the Presiding Officer, shall state the order of business for consideration of the council in accordance with the following headings:

- Department report
- Public Hearings, if any
- Call to order, with regrets
- Invitation to Stand and Move – an initiative introduced by Argyle Recreation that fosters a culture of movement to enhance employees and councillor's physical and mental health and wellness. This is to support and normalize adding movement to meetings.
- Approval of Agenda and Conflict of Interest Declaration
- Approval of Minutes
- Staff Reports
    - Clerks Report
    - Department Head Report
    - Building Permit Report
- Financial Statements (quarterly)
- Strategic Planning Update (quarterly)
- 7-Day Notice – this is the section where policies will be presented for seven (7) day notice.
- Old Business (if applicable)
- For Decision
- Financial Requests

- Notice of Motion for Next Meeting – this is the section where councillors can make a motion to have something added to the agenda for the next meeting.
- Question/Public Input Period
- In Camera (if applicable)
- Adjournment

12.2. Agendas for Executive Council will be posted on the Friday before the meeting unless the office is closed due to a holiday or other event.

12.3. Documentation may be added up to the Monday, or seventy two (72) hours prior to the meeting under the discretion of the chair or presiding officer for the meeting.

12.4. All documentation submitted for the meeting is subject to be removed from an agenda in accordance with Appendix B of this policy.

13. IN-CAMERA MEETINGS

13.1. Council and committee meetings, or portions thereof, may be held in-camera only in accordance with section 22 of the *Municipal Government Act*, as may be amended time to time. The only matters to be considered in an in-camera session are as follows:

- a. Issues related to the proposed or pending acquisition, sale, lease or security of municipal property;
- b. Setting a minimum price to be accepted by the municipality at a tax sale;
- c. Personnel matters;
- d. Labour relations;
- da. Alleged breaches of the municipality's code of conduct;
- db. Code of Conduct complaints proceeding to the investigation stage;
- e. Contract negotiations;
- f. Litigation or potential litigation;
- g. Legal advice eligible for solicitor-client privilege;
- h. Public security.

13.2. Prior to moving to an in-camera session for one of the reasons listed in 13.1, council/committee shall pass a motion stating the fact that the council/committee is convening

into in-camera session, and the general nature of the matter to be considered. This motion shall contain a brief description of the matter being considered.

13.3. Recommendations to council from an in-camera session will be dealt with immediately following dissolution of the in-camera session.

14. CALL TO ORDER/QUORUM

14.1. As soon as there is a quorum after the time set for the start of the meeting, the presiding officer shall call the meeting to order.

14.2. If a quorum for a meeting is not met within twenty (20) minutes of the time fixed for the commencement of the meeting, the presiding officer shall indicate that no quorum was met, and the meeting shall stand adjourned until the next meeting is called in accordance with this policy.

14.3. In the case where quorum is present and the presiding officer has not arrived within twenty (20) minutes after the time was appointed, the vice-presiding officer shall assume the chair and call the meeting to order. The vice-presiding officer shall preside until the arrival of the regular presiding officer.

14.4. In the event the member designated as vice-presiding officer is not present, then the members shall nominate and elect a presiding officer from among the members present who shall preside until the arrival of the regular presiding officer.

14.5. Members must inform the clerk or the presiding officer when a member is aware that they will be absent from any meeting.

14.6. If during the course of a meeting a quorum is lost due to vacating members, the presiding officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or another meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the clerk shall record the names of the members present in the minutes.

15. LIVESTREAMING OF COUNCIL MEETINGS

15.1. Regular, special, and executive council meetings held in Council Chambers or held via videoconferencing *(in accordance with Article C44 – Council Videoconferencing Policy)*, shall be livestreamed on the Municipality's Facebook page and website.

15.2. Should technical difficulties arise, and livestream cannot be enabled, the meeting shall still continue as scheduled.

16. DISCLOSURE OF PECUNIARY INTEREST

16.1. It is the responsibility of each member to identify and disclose any pecuniary interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the council or committee. *Please also refer to Article C1 – Code of Conduct for the Municipality of the District of Argyle.*

16.2. Where a member, either on their own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or standing committee at which, the matter is the subject of consideration, the member shall:

- Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- Leave their seat and sit in the gallery for the duration of the discussion pertaining to the matter;
- If Council is meeting by a virtual means, and a conflict is identified, the member in conflict must disconnect the video call for the duration of the discussion pertaining to the matter;
- Not take part in the discussion of or vote on any question with respect to the matter;
- Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

17. MINUTES

17.1. The clerk shall verify and maintain the minutes of all council meetings.

17.2. All minutes recorded for council shall record all decisions and other proceedings at a meeting of the body whether it is an in-camera session or not.

17.3. Minutes of a meeting shall record:

- The type, place, date, and time of the meeting;
- The name of the presiding officer and the record of attendance of the members;
- The time of late arrival or early departure of members of council;
- The substantive decisions made and actions taken;
- The results of votes on all motions;
- Attendance of staff;
- The time the meeting went in and out of an in-camera session.

17.4. The minutes of each council meeting shall be presented to council at the next meeting for confirmation.

17.5. The presiding officer for that meeting and a present staff member will sign the minutes after approval.

18. PUBLIC INPUT/QUESTION PERIOD

18.1. Members of the public may address council during the standing item "public input/question period" at regular and executive council meetings to share comments or express views on topics related to municipal services, programs, or community matters relevant to the municipality.

18.2. Questions or comments submitted via the Municipality's livestream on Facebook will also be considered during the "public input/question period," provided they comply with the criteria outlined in Section 18.1.

18.3. Each individual speaker shall be permitted up to three (3) minutes, with a total public input period not exceeding 20 minutes per meeting.

18.4. The chair may extend an individual's speaking time with the unanimous consent of council.

18.5. Public input shall not include:

- Personnel matters (current or prospective staff);

- Legal matters, including active or pending litigation;
- Matters that are to be discussed in-camera as per the MGA; or
- Planning matters for which a public hearing has already occurred.

18.6. All comments and questions must be:

- Respectful in nature;
- Directed to the chair of the meeting; and
- Free of personal attacks, offensive or discriminatory language, or disruptive conduct.

18.7. Members of the public shall not:

- Interrupt or engage in debate with council or staff;
- Display placards or signs, clap or engage in disruptive behaviour;
- Approach council members seated at the Council table; or
- Use indecent, insulting, or abusive language.

18.8. Any person violating these guidelines may be asked to cease speaking or to leave the meeting by the order of the chair.

18.9. Members of Council shall not:

- Interrupt or engage in debate with the public; or
- Use indecent, insulting, or abusive language, in accordance with the *Council Code of Conduct*.

18.10. Councillors may pose clarifying questions to the speaker through the Chair but shall not engage in debate.

18.11. All electronic devices must be silenced or turned off upon entering the Council Chamber unless being used for accessibility purposes or authorized communication.

18.12. Questions that can be answered with information already available may be addressed during the meeting.

18.13. Questions requiring further staff time, research, or documentation will be considered by Council. If approved, staff will follow up with the requester and provide a response through Old Business on the next agenda, or direct communication (e-mail) where appropriate.

18.14. A summary of comments received during public input period shall be included in the official meeting minutes.

18.15. The chair has the authority to maintain order of the meeting and end the speaker's comments early if guidelines are not followed or expel individuals from the meeting for disruptive or inappropriate conduct.

19. RULES OF ORDER AND DEBATE

19.1. **Conduct of Members**

- Members of Council shall act in accordance with their Oath of Office and Council Code of Conduct;
- Discharge with integrity all responsibilities to council, the Municipality of the District of Argyle, and the public, in keeping with approved corporate policies;
- Not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability;
- Treat the presiding officer, other members, staff, and the delegates from the public with courtesy, respect, and good faith;
- Not criticize any decision of council except for the purpose of introducing a motion for reconsideration;
- Not disobey the rules of the council or a decision of the presiding officer or council on a question of order, practice or interpretation of the rules of the council;
- Be encouraged to ask any relevant questions to staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary.

19.2. **Speaking/Rules of Debate**

- While in session, after a presentation or report, the chair will open for discussion and questions.

- A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.
- When a member has been recognized by the presiding officer as having the floor, the member shall direct their question or comment to the presiding officer and speak only to the matter under consideration. The presiding officer shall recognize the members who wish to speak in the order they indicate their desire to address council.
- When a member is speaking, no other member shall interrupt, except to raise a point of order or a point of personal privilege.
- Any member may require the question or motion under discussion to be ready or displayed at any time during the debate but not so as to interrupt a member while speaking.
- A member shall not speak more than once on the question until all other members have had the opportunity to speak on the matter for the first time, except for the purpose of providing an explanation of material part of their speech which may have been misunderstood. New information is not to be introduced. A member may be permitted to speak a second time, with the permission of the presiding officer and council.
- A member shall not speak to the same question, or in reply, for longer than ten (10) minutes, without the consent of council.
- After a question has been put by the presiding officer, no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the results have been declared.

20. MOTIONS

20.1. In council, the following matters, and motions with respect thereto, may be introduced verbally, without notice and without leave, except as otherwise provided by this policy:

- A point of order or personal privilege.
- To close debate.

- To adjourn.

20.2. For the purposes of this policy, the following will be considered "standard" meeting motions:

- To approve the agenda;
- To recess;

20.3. The presiding officer may ask if a member of council is willing to move and second a standard meeting motion, in which case, any member may respond verbally, without gaining the floor first. The presiding officer will state which members have moved and seconded the motion.

20.4. Except as provided in 19.3, or motions prepared by municipal staff, all motions must clearly be stated by the chair before being voted upon.

20.5. The following motions may be introduced without notice and without leave, except as otherwise provided by this policy:

- To table;
- To postpone definitely (deferral motion with a specified date/meeting);
- To refer (to another committee);
- To amend;
- To postpone indefinitely (deferral motion without specifying a date/meeting);
- Any other procedural motion.

20.6. Appendix "A" forms part of this policy and shall describe the form and Standard Descriptive Characteristics of motions commonly used by council.

POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C50
SECTION: COUNCIL POLICY	POLICY TITLE: COUNCIL PROCEDURAL POLICY

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider Current Version	February 27, 2025
Date of Passage of Current Policy 1.2	March 20, 2025
7-day Notice for Version 1.3	July 31, 2025
Date of Passage of Version 1.3	September 11, 2025
I certify that this policy was adopted by Council as indicated above.	

Nicole Albright
Warden

Sept. 11/25
Date

Chief Administrative Officer

Sept 17/2025
Date

Version Log		
Version #	Amendment	Date
1	Original Policy	December 13, 2022
1.1	Housekeeping amendments	December 14, 2023
1.2	Addition of section re: public presentation	March 20, 2025
1.3	Addition of question/public input period and public presentation amalgamation.	

APPENDIX A – PROCEDURAL MOTIONS

1. MOTION TO ADJOURN

1.1. A motion to adjourn:

a. Is always in order except as provided by this policy.

b. Is not debatable.

c. Is not amendable.

d. Is not in order when a member is speaking or during the verification of the vote.

e. Is not in order immediately following the affirmative resolution of a motion to close debate; and

f. When resulting in the negative, cannot be made again until after some proceedings have been completed by council

1.2. A motion to adjourn without qualification, if carried, brings a meeting or a session of council to an end.

1.3. A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of council to continue at such time.

2. POINT OF PERSONAL PRIVILEGE

2.1. A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire council, or the ability of an individual to participate.

2.2. A point of privilege shall take precedence over any other matter.

2.3. A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

2.4. The chair shall decide upon the point of privilege and advise the members of the decision

2.5. Unless a member immediately appeals the chair's decision, the decision of the chair shall be final.

2.6. If the decision of the chair is appealed, the question "Shall the ruling of the chair be upheld?" shall be called without debate, and its results shall be final, based on a majority vote.

2.7. When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

3. MOTION TO TABLE

3.1. A motion to table:

a. Is not debatable;

b. Is not amendable.

3.2. A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

3.3. The matter tabled shall not be considered again by council until a motion has been made to take up the tabled matter at the same or subsequent meeting of council.

3.4. A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

4. MOTION TO CLOSE DEBATE

4.1. A motion to close debate:

a. Is not debatable.

b. Is not amendable.

c. Cannot be moved with respect to the main motion when there is an amendment under consideration.

d. Should be moved by a member who has not already debated the question.

e. Requires a two-thirds (2/3) majority vote of members present for passage; and

f. When resolved in the affirmative, the question is the be put forward without debate or amendment.

5. MOTION TO POSTPONE DEFINITELY

5.1. A motion to postpone definitely (to a fixed time or date):

a. Is debatable, but only as to whether a matter should be postponed and to what time.

b. Is amendable as to time and/or date.

c. Requires a majority vote of members present to pass.

d. Shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6. MOTION TO REFER (TO COMMITTEE OR STAFF)

6.1. A motion to refer:

a. Is debatable.

b. Is amendable.

c. Shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

7. MOTION TO AMEND

7.1. A motion to amend:

a. Is debatable.

b. Is amendable.

c. Shall be relevant and not contrary to the principle of the report or motion under consideration.

d. May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.

7.2. Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.

8. MOTION TO POSTPONE INDEFINITELY

8.1. A motion to postpone indefinitely:

a. Is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.

b. Is not amendable.

c. Requires a majority vote.

9. POINT OF ORDER

9.1. The presiding officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask leave of the presiding officer and after leave is granted, the member shall state the point of order to the presiding officer, after which the presiding officer shall decide on the point of order. Thereafter, the member shall only address the presiding

officer for the purpose of appealing the decision to council or committee, as the case may be. If the member does not appeal, the decision of the presiding officer shall be final. If the member appeals to council or committee as the case may be, council/committee shall decide the question without debate and the decision shall be final.

10. MOTION TO SUSPEND THE RULES (WAIVE THE RULES)

10.1. A motion to suspend the rules:

a. Is not debatable.

b. Is not amendable.

c. Requires a two-thirds (2/3) majority vote to carry.

d. Takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

11. MOTION TO RECONSIDER

11.1. A motion to reconsider:

a. Is debatable and such debate should be confined to reasons for or against recommendation.

b. Is amendable.

c. Requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

11.2. A motion to reconsider may be made only by a member who voted on the prevailing side in the original vote.

11.3. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

11.4. No discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

11.5. The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original motion or part of the original motion.

11.6. A motion to reconsider can only be moved to consider reversing a decision made previously at the same meeting.

12. MOTION TO AMEND/RESCIND A PREVIOUS DECISION

12.1. A motion to amend/rescind a previous decision:

a. Is debatable and such debate should be confined to reasons for or against recommendation.

b. Is amendable, only as to the portion of the decision to be amended.

c. Requires a two-thirds vote of the members present.

12.2. A motion to amend/rescind a previous decision requires at least two- thirds of the members present and voting. If the motion is decided in the negative, it cannot be brought forward again during a period of twelve months following the date on which the question was decided.

12.3. No discussion of the main question by any person shall be allowed unless the motion to amend/rescind a previous decision has first been adopted.

12.4. If a question is re-visited, it is re-visited in its entirety, unless the re-visiting motion specifies otherwise.

12.5. If the question is re-visited, all previous decisions remain in force unless council decides otherwise.

APPENDIX B – ADDITION OR REMOVAL OF AGENDA ITEMS

1. **PURPOSE**

   1.1. To ensure all council members can add agenda items in a way that allows the rest of council and supporting staff the appropriate amount of time to prepare for the item in advance.

2. **ADDING AGENDA ITEMS**

   2.1. The councillor who has an agenda item to bring forward shall ask permission from the Presiding Officer for the upcoming meeting no later than three (3) days prior to the meeting date.

   2.2. The agenda items must be consistent with Municipally lead or funded service, or provincial services that the councillor has been asked to advocate (i.e. Road conditions).

   2.3. The presiding officer may deny a request if it does not serve the interest of the council and shall provide a written explanation to council.

   2.4. Councillors' requests for agenda items should include the following:

   - A summary of the addition.
   - Whether the item is for decision, discussion, or information only.
   - Any supporting documentations if applicable. For example: an accompanying letter from a non-profit organization.

   2.5. The councillor must fill out a "Request for Agenda Item" form that is provided to council by staff.

   2.6. The presiding officer shall share the information with the CAO, Clerk, and Council supporting the agenda item.

   2.7. The presiding officer shall determine whether the agenda item meets the above criteria to be added to the agenda or deferred. If the presiding officer is unsure if it meets the criteria above, they may request guidance from Council whether to add or defer the item.

   2.8. The CAO, through the presiding officer may request deferral if a staff report is required to support the item, and there is insufficient time or resources to compete the report.

3. **REMOVING AN AGENDA ITEM**

3.1. The Presiding Officer can remove an item at their discretion, providing 24-hours notice to all of council. The presiding officer should follow these guidelines to determine if an item should be removed:

- There is insufficient information supporting the item, as determined by the presiding officer.
- The information supporting the item has significantly changed, and more time is required to update council.
- The councillor who asked for the item to be brought forward will not be present at the meeting to discuss the item.

3.2. A pre-scheduled presentation can only be removed from the agenda by the presiding officer provided there was a 7-day notice provided to the presenter.

3.3. A presenter may cancel a presentation at anytime.

3.4. Any item that is removed from one agenda should be deferred to the next agenda following the meeting, unless more time is required to support the item.

3.5. Any agenda item can be deferred once it arises in the agenda at the time of the meeting, as this shall be done via motion of council.