

**Administrative Policy # 2025-05**  
**Council Meetings and Proceedings**

➤ **Purpose:**

- The purpose of this policy is to provide direction to municipal Staff and Council Members on Conducting Council and Council Committee Meetings. Meetings of other Municipal Bodies, such as boards, commissions, or committees whose membership includes persons other than members of Digby Town Council are not directly referenced by this policy. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the Municipal Government Act of Nova Scotia as amended from time to time.

➤ **Definitions:**

- In this Policy, unless the context otherwise requires:
  - ✓ "Business day(s)" means a day when the Town office is open for business.
  - ✓ "CAO/Clerk" means the Chief Administrative Officer of the Town of Digby
  - ✓ "Chair" means the presiding officer.
  - ✓ "Council" means the Council of the Town of Digby.
  - ✓ "Council Member(s)" include(s) the mayor unless the context indicates otherwise.
  - ✓ "Designate" means staff person designated by the CAO to perform the duties of the Clerk
  - ✓ "majority" means more than one half of those present, unless the context indicates otherwise.

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### ➤ **Scope:**

- This policy applies to all Town of Digby Meetings. The procedures used to conduct council business are drawn from three sources:
  - ✓ Provincial statutes specifically the Municipal Government Act (MGA) as may be amended from time to time.
  - ✓ Parliamentary procedures which are commonly accepted rules for conducting meetings and.
  - ✓ Procedural policies and bylaws enacted by the Council.
  
- This policy draws on the information contained in the Municipal Government Act (MGA) as it pertains to legal requirements that council must fulfill in conducting its council and council committee meetings to include:
  - The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
  
  - As well guidelines for preparing agendas, minutes and procedural bylaw are explained.

### ➤ **Procedures**

- ✓ Within 30 days following the first meeting of Council after a municipal election or by-election, each elected Council Member:
  - ✓ Shall provide to the Chief Administrative Officer a telephone number at which the Council Member has, and will maintain, access to a telephone answering machine which the Council Member will check at least once per day.
  - ✓ Will be provided an electronic mail address at which the Council Member has, and will maintain, access to electronic mail and which the Council Member will check at least once per day.
  - ✓ Failing which the Council Member shall be responsible for checking at least once per business day a mailbox assigned to the Council Member and marked with the Council Member's name located at Town Hall offices and shall be deemed to have chosen this method of notification.
  - ✓ The Council Member shall be deemed to have received any notice within one business day of its being sent or left by the method of the Council Member's choice pursuant to this section.

### ➤ **Responsibilities:**

- ✓ Every Council member is responsible:
  - ✓ To consider the wellbeing and interests of the Town of Digby
  - ✓ To contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities.

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- ✓ To participate in Council Meetings, Committee of the Whole Meetings, committee meetings, and meeting of other bodies to which the member is appointed; and
- ✓ To carry out other duties assigned by the Council.

### ➤ **Duty to Respect Confidentiality:**

- ✓ A Council Member or Former Council Member must, unless specifically authorised by Council:
  - ✓ Keep in Confidence any record held in confidence by the Town of Digby, until the record is released to the public as lawfully authorized or required; and
  - ✓ Keep in confidence information considered in any part of a closed Council, Committee of the Whole meeting, or Committee meeting, until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

### ➤ **Parliamentary Procedures:**

- ✓ The Town of Digby Council adopts the Roberts Rules of Order for Conducting Meetings.

### ➤ **Chair or Presiding Officer:**

- ✓ The Mayor of the Town of Digby shall preside at all Town of Digby council meetings. During the temporary absence of the Mayor, the Deputy Mayor shall preside, and if neither is present, the council may appoint a person to preside from among the Council Members present. The Deputy Mayor shall preside over the Committee of the Whole meetings, and a member of any other committee shall be elected chair from within its membership. The Chair or presiding officer of Council and/or Committee is responsible for:
  - ✓ Providing leadership to the Council/Committee, including by recommending bylaws, resolutions and other measures that, in the Chair's opinion, may assist the peace, order and good government of the town.
  - ✓ Communicating information to the Council/Committee.
  - ✓ Providing, on behalf of the Council/Committee, general direction to municipal officers respecting the implementation of policies, programs and other directions of Council.
  - ✓ Preserving order at meetings.
  - ✓ Enforcing any rules of procedure the Council/Committee has adopted.
  - ✓ Deciding all questions of order.
  - ✓ Stating and putting to vote all motions; and
  - ✓ expelling and excluding any person, including a council member, who is disrupting the proceedings of the Council/Committee.

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### ➤ **Deputy Mayor:**

- ✓ The Council shall select one of its council members to be the deputy mayor of the Council, in accordance with the terms and conditions of the Deputy Mayor Policy as may be amended from time to time. The deputy mayor shall act in the absence or inability of the Mayor or in the event of the office of the mayor being vacant and shall have all the power and authority of the mayor.

### ➤ **Meeting Attendance:**

- ✓ The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of Council and assigned committees.
  - ✓ When the mayor, deputy mayor or councillor who, without leave of the council is absent from three (3) consecutive regular meetings of council, the council member shall thereby vacate the office, and the office shall be declared vacant by council (Municipal Elections Act 18(6)).
  - ✓ When the mayor, deputy mayor, councillor or citizen appointee missed more than three (3) Council or Committee meetings in a year (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. (MGA Part 1 section (23) d.(v)).
  - ✓ Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions monthly.

### ➤ **Regrets:**

- ✓ When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the mayor or committee meeting chair and carbon copy the CAO, in a timely manner and the acknowledgement of receipt of absence notice. Failure to follow procedure may result in the member being absent without leave and subject to further action.

### ➤ **Meeting Conduct:**

- ✓ All council meetings and meetings of committees appointed by Council are open to the public in addition to regular meetings the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.
  - The Council may meet without notice if the mayor determines that there is an emergency. the Clerk shall call a meeting of the Council when required to do so by the mayor giving at least two days public notice of the meeting.
  - Notice of meetings shall be provided verbally, by Telephone or telephone answering machine, or in writing (including electronic mail or Facsimile) to each Council Member.

- Notice of meetings shall be provided to the public by advertising on the Town of Digby Official Website, Facebook Page and any other means of electronic communication approved by Council a "Notice of Council Meeting" containing the time, date, place and agenda of the meeting.
- A meeting of Council is not illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the bylaws, a policy or a notice of meeting.

➤ **Virtual Meetings:**

- The Town of Digby meetings may be conducted by electronic means such as telephone or internet conferencing in accordance with the terms of the Council Video Conferencing/Teleconferencing Policy, as amended from time to time, allowing council members and staff to participate in meetings of Council and its Standing Committees by video conferencing or teleconferencing (electronic means).

➤ **Closed Meetings:**

- All council meetings and meeting of committees appointed by the Council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matter relating to:
  - ✓ Acquisition, sale, lease, and security of municipal property.
  - ✓ Setting a minimum price to accepted by the municipality at a tax sale.
  - ✓ Personnel matters.
  - ✓ Contract Negotiations.
  - ✓ Litigation or potential litigation.
  - ✓ Legal advice eligible for solicitor – client privilege; and
  - ✓ Public Security
- The MGA restricts the ability of Council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.
- A Council Member of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.
- Meeting Schedule: Unless otherwise specified in this policy, regular meetings of Council shall be held:
  - ✓ In the Council Chambers at the Town Hall, 147 First Ave. Digby, Nova Scotia.

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- ✓ on the first Monday of every month except that if the first Monday of any month shall be a statutory holiday the regular meeting for such month shall be held on the following day, at the same time and place.
- ✓ commencing at six o'clock and shall not sit later than ten o'clock in the evening unless otherwise determined by a vote of the Council members present.

### ➤ **Regular Meetings:**

- Regular meetings of Council may be rescheduled, relocated or cancelled:
  - ✓ by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the meeting.
  - ✓ by resolution or consensus, including a contingent resolution or consensus, of the Committee of the Whole at a meeting three or more days in advance of the meeting.
  - ✓ by the CAO/Clerk on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.

### ➤ **Additional or Special Meetings:**

- Additional or special meetings of Council may be convened:
  - ✓ by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting.
  - ✓ by the CAO/Clerk on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
  - ✓ by resolution or consensus, including a contingent resolution or consensus, of the Committee of the Whole at a meeting three or more days in advance of the additional or special meeting.
  - ✓ At any special meeting, the order of business provided in this policy shall not apply, but the Council shall proceed at once to the consideration of the particular business for which the meeting was called. If there is more than one item of such business, the chairman shall designate the order in which the same shall be taken up.

➤ **Voting:**

- All questions arising at a council meeting shall be decided by a majority of votes.
- The administrative matter votes may be called through either a show of hands or by indicating “yea” or “nay”, or by the ballot system.
- The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
  - To sell or lease property referred at less than market value.
  - To withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the Council:
    - ✓ First holds a public hearing respecting the withdrawal.
    - ✓ Advertises the public hearing at least twice in a publication circulating in the municipality, or on the municipality’s website, the first notice to appear at least fourteen days before the hearing and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
    - ✓ A notice of a public hearing posted on the municipality’s website must include the date the notice is posted and remain posted until the public hearing has been completed.
- A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots; the members write their vote. The votes are collected and counted; blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.
- A member of Council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
- In the event of a tie in a vote on a question the question is determined in the negative.
- Upon request from a Council member or member of a committee, the Recording Secretary records the individual vote of each participant which is listed in the meeting minutes.

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- The Chair shall vote on all matters before council and committees.
- **Quorum:**
  - The majority of the maximum number (five (5)) of persons that may be elected to the council is a quorum for every meeting of the council. The quorum for the Town of Digby Council is three (3).
  - Where there is a vacancy in a council's numbers the Council may make a decision if a quorum is present at the meeting.
  - The Town of Digby council may not pass a bylaw or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or a term extending beyond the date for the election to fill the vacancies in council membership.
  - If the number of council members is reduced below three due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- **Conflict of Interest:**
  - A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
    - ✓ Pecuniary(money) Interest – direct financial benefit as the result of a decision of council.
    - ✓ Indirect pecuniary Interest – an organization that a member of council invests in, works for, governs, or is otherwise involved in benefits financially from a decision of council.
    - ✓ Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
    - ✓ Intent to obtain interest – Making a decision which will benefit a member of council in the future.
  - At the beginning of every meeting the chair shall query the members of council, “Are there any Conflict of Interest issues we should be aware of before the meeting commences?” Members of Council should:
    - ✓ Disclose the interest immediately.
    - ✓ Withdraw from the meeting:
      - i. Public Meeting: leave the table; and
      - ii. Private Meeting: leave the room.
    - ✓ Do not participate in consideration, debate and do not vote.

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- ✓ Do not try and influence the decision in any way; and
- ✓ If the member of council is not present at the meeting, but has an interest in a topic discussed, it must be disclosed at the next meeting.

### ➤ **Agendas:**

- The meeting's agenda is a list of items for consideration done during the meeting. The Agenda contributes to effective meetings as members consider matters in an orderly and expedient matter. The agenda shall be provided to all members of Council three (3) days prior to the scheduled meeting. The draft agenda shall be posted on the Town of Digby Website by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided in Schedule A & B – Meeting Agenda.

### ➤ **Committee Recommendations:**

- As required recommendations from standing committees of Council, shall be introduced using the Committee of the Whole Request for Decision Form from the Council Report Policy. The Chair (if a councillor) shall make the presentation to the Committee of the Whole under new business. If the committee chair is not a member of Council the representative council member shall make the presentation. The report shall include the committee's name, decision requested and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the Committee of the Whole Meeting (COTW) to ensure that it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following COTW meeting without exception.

### ➤ **Councillor Recommendations:**

- As required, new ideas, business or policy changes shall be introduced using the Committee of the Whole Request for Decision Form from the Council Report Policy.

### ➤ **Information to Council:**

- There are times when the request for decision (RFD) forms is not appropriate to relay information to council, in which case the councillor should use a memorandum, with their details and signature. The Memo should outline all the necessary information for Council and should be submitted seven (7) working days COTW meeting to ensure that it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following COTW meeting without exception.

### ➤ **Meeting Minutes:**

- Minutes are the official record of meeting proceedings. The CAO/clerk or designate must keep a record of council meetings. The recording of minutes is the duty of the Executive Assistant. /minutes are a meeting's memory – they form a permanent,

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historical record. When necessary, courts recognize the minutes of a council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided in Schedule B – Meeting Minutes.

### ➤ **In Camera Meeting Minutes:**

- Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.

### ➤ **Video Recordings:**

- The Town of Digby Council, Committee of the Whole, Public Hearings and Planning Advisory Committee meetings shall be video recorded. The video recordings shall be published on the Town of Digby's Website within Five (5) working days following the meetings. Any video recording of an In-camera portion of any meeting will not be published on the Town of Digby's Website.

### ➤ **Public Presentations:**

- The public shall be provided with an opportunity to ask questions, make requests, and or/ present information to council for consideration. Presentations to council may be permitted as per the Council's Presentations and Delegations Protocol Policy, as amended from time to time.

### ➤ **Public Conduct at Council and Committee Meetings:**

- Members of the public present in the Council Chambers shall maintain order and quiet and shall not address Council except with permission of the Chair.
- No persons shall display signs or placards. Applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council.
- No person shall bring into the Council Chamber cellular telephones or other electronic devices which emit sound unless such devices are turned off or otherwise set to non-audible.
- Recording devices that record audio, video and/or photos are prohibited in the Council Chambers unless duly authorized by the Council or Committee.
- When invited to address Council, no person shall use indecent, offensive or insulting language or speak disrespectfully of any member of council or any Employee of the Town.

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- Persons invited to address Council or any Committee shall only speak on the subject in debate and shall not speak on any other subject.
- Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council Chambers.
- Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers with or without conditions.
- An order of the Chair to expel a person from the Council Chambers pursuant to this Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

### ➤ **Points of Order:**

- It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
- When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- A point of order is not debatable amongst other Council Members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
- Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers are not debatable but are appealable to the Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council or speak outside the parameters of the question in debate.
- If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.

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- If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
- Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
- If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
- Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

### ➤ **General Procedure:**

- It shall not be necessary to read, otherwise than by title, any minutes, petition, memorial, or other paper when first submitted, or any report or other document of which a copy has been furnished to the members at the time of the giving of the notice of meeting, unless the chairman directs, or not less than three members request that it shall be read in full.
- Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
- No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of their remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
- When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
- No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.
- During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

➤ **Conduct of Meetings: General**

- At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
- The minutes shall be kept by the CAO/Clerk (or designate) and shall:
  - ✓ record the time when any Council Member joins or leaves a meeting which is in progress.
  - ✓ contain all resolutions, decisions by consensus and motions, with the name of the mover and seconder, and shall record the outcome of each vote.
  - ✓ mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.
- It shall be the duty of the Chair to:
  - ✓ open the meeting of Council by taking the chair and calling the Council Members to order.
  - ✓ Ask the Council whether there is a consensus on an item of procedure or business, and if no Council Member indicates dissent, may treat the item as resolved to the same extent as if a motion had been duly moved, seconded and passed by vote.
  - ✓ Receive and submit to Council motions properly presented by a Council Member.
  - ✓ Put to a vote a question which is regularly moved and seconded or necessarily arising during the proceedings and to announce the result of the vote.
  - ✓ Decline to put to a vote, a motion which infringes upon the rules of procedure.
  - ✓ Restrain the Council members, when engaged in debate, within the rules of conduct of debate.
  - ✓ Enforce on other occasions the observance of order and decorum.
  - ✓ Call by Name any Council Member persisting in a breach of the rules of order thereby ordering him or her to vacate the Council Chambers.
  - ✓ Inform the Council when necessary, or when referred to, on a point of order.
  - ✓ Permit the CAO to speak on any point upon request.
  - ✓ Permit proper questions to be asked through the chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any debate.
  - ✓ Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time.
  - ✓ Adjourn the meeting when the business has been concluded or when an adjournment time has been set and approved by majority vote or consensus,

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when the adjournment time has been reached, except when it is extended by unanimous consent.

- At Council meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order.
  1. Roll call.
  2. Land Acknowledgement.
  3. Approval of agenda, including additions or deletions.
  4. Declarations of any conflicts of interest
  5. Public hearings
  6. Delegations and Presentations
  7. Approval of minutes from the previous meeting.
  8. Business arising from minutes.
  9. Report of CAO
  10. Report of the Mayor
  11. Reports of committees, boards & commissions
  12. Correspondence
  13. Notices of motions
  14. New Business
  15. In – Camera
  16. Adjournment
  
- At the time the agenda is put forward for approval the Chair shall inquire of Council Members whether they have any new or other business. Council Members having such business shall then identify it for the Chair or shall lose the right to raise new or other business at the meeting.
  
- Every document intended to be submitted to the Council must be plainly printed or written and signed by at least one person.
  
- It shall not be necessary to read, otherwise than by title, any minutes, petition, memorial, or other paper when first submitted, or any report or other document of which a copy has been furnished to the members at the time of the giving of the notice of meeting, unless the chairman directs, or not less than three members request that it shall be read in full.
  
- Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.

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- No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
- When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
- No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.
- The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
- The usual form of voting on any question shall be by the chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
- A motion must be seconded and then repeated by the Chair or read aloud by the CAO/Clerk (or designate) before it is debated. The Chair may direct that the motion be put in writing.
- After reading of a motion by the Chair or CAO/Clerk (or designate), it shall be open for discussion.
- A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
- When any question is before the Council, the only motions in order shall be:
  - ✓ a motion in amendment of the original motion.
  - ✓ a motion to refer the question, including the motion and amendment if one is moved, to any committee.
  - ✓ a motion to defer the consideration of the question either indefinitely or to a specified time.
  - ✓ a motion to close the debate at a specified time.
  - ✓ a motion that the question be put to a vote.
  - ✓ a motion to adjourn.

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- When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
  - ✓ to refer to a committee.
  - ✓ to defer the consideration of the question.
  - ✓ to close the debate at a specified time.
  - ✓ that the question be put to a vote.
  - ✓ to adjourn.

any of which may be moved either to the original motion or to the amendment of the original motion.

- A motion:
  - ✓ that the debate be closed at a specified time; or
  - ✓ that the question be put to a vote,

shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

- A motion that the question be put to a vote shall preclude all amendment to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.
- A motion to adjourn shall always be in order except in the following cases:
  - ✓ when a Council Member is in possession of the floor.
  - ✓ when the "yeas" and "nays" are being called.
  - ✓ while the Council Members are voting; or
    - ✓ when the adjournment was the last preceding motion.
- The following questions shall be decided without debate:
  - ✓ a motion to reconsider.
  - ✓ all motions as to priority of business or as to the suspension of the order of the day.
  - ✓ application to speak more than the prescribed number of times.

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- ✓ a motion to allow any person other than the Council Members to address the Council.
  - ✓ a motion to postpone to a specified time or day.
  - ✓ a motion to lay on the table when claiming a privilege over another person; and
  - ✓ a motion to adjourn.
- 
- Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment, and any further amendment must be to the main question.
  - Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
  - Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
  - After any question has been decided either in the affirmative or negative, any two Council Members may, after the decision has been announced from the chair, but before adjournment of the meeting give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
  - Unless reconsideration is moved at the next meeting the right of reconsideration shall be lost.
  - No discussion of the main question shall be allowed reconsideration.
  - The following matters are not eligible for reconsideration:
    - ✓ a motion approving the first or second reading of a By-Law enactment, amendment or repeal.
    - ✓ a motion to decide upon a matter which was the subject of a statutory hearing by Council.
    - ✓ a motion which is or was considered by the Committee of the Whole in substantially the same form in which it is being or will be considered by

**CLASSIFICATION: Legislative – Council**

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Council, irrespective of whether Council has adopted or rejected, or may adopt or reject, the recommendation of Committee of the Whole.

- ✓ a matter which has been reconsidered once; and
- ✓ a vote to reconsider.

➤ **Other:**

- This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

➤ **Repeal:**

- This policy repeals and replaces Administrative Policy #2010-04 Council Meetings & Proceedings.

**Clerk's Annotation for Official Policy Book**

Date of Notice: April 14, 2025

Date of adoption: May 5, 2025

Policy effective date: May 6, 2025

I certify that this **Council Meeting & Proceedings Policy # 2025-05** was adopted by Council as indicated above.



May 6, 2025

**Clerk**

**Date**

**Appendix “A” - Meeting Agenda.**



**TOWN COUNCIL  
COUNCIL CHAMBERS TOWN HALL  
Month Xth, 2025  
AGENDA**

**A. CALL TO ORDER – ROLL CALL**

**B. LAND ACKNOWLEDGEMENT**

**C. AGENDA**

**B.1 Additions/Deletions**

**B.2 Approval**

**D. DECLARATIONS OF ANY CONFLICTS OF INTEREST**

**E. DELEGATIONS/PRESENTATIONS**

**E.1**

**E.2**

**F. MINUTES OF PREVIOUS MEETING**

**F.1**

**G. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

**G.1**

**H. REPORT OF CAO**

**I. REPORT OF MAYOR**

**J. REPORTS OF COMMITTEES**

- I.1 Committee of the Whole**
- I.2 Bylaw & Policy Committee**
- I.3 Executive Committee**
- I.4 Audit Committee**
- I.5 Nominating Committee**
- I.6 Tide View Board**
- I.7 Digby Development Agency**
- I.8 Western Regional Library Board**
- I.9 Waste Check**
- I.10 WREN Liaison and Oversight Committee**
- I.11 Digby Recreation Commission**
- I.12 Digby Water Commission**
- I.13 REMO Advisory Committee**
- I.14 Digby Area Tourism Association**
- I.15 Digby Harbour Port Association**
- I.16 Senior Safety Board**
- I.17 Joint RCMP Advisory Committee**
- I.17 Water Source Protection Advisory Committee**
- I.18 Planning Advisory Committee**

**K. CORRESPONDENCE**

**J.1**

**L. NOTICE OF MOTION**

**M. NEW BUSINESS**

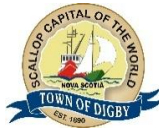
**L.1**

**N. IN-CAMERA**

**O. BUSINESS FROM IN-CAMERA**

**P. ADJOURNMENT**

**Appendix “B” - Meeting Agenda**



**COMMITTEE OF THE WHOLE  
COUNCIL CHAMBERS TOWN HALL  
Month Xth, 2025  
AGENDA**

**A. CALL TO ORDER – ROLLCALL**

**B. LAND ACKNOWLEDGEMENT**

**C. AGENDA**

**B.1 Additions/Deletions**

**B.2 Approval**

**D. DECLARATIONS OF ANY CONFLICTS OF INTEREST**

**E. DELEGATIONS/PRESENTATIONS**

**E.1**

**E.2**

**F. MINUTES OF PREVIOUS MEETING**

**F.1**

**G. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS**

**G.1**

**H. STAFF REPORTS**

**H.1 Director of Finance**

**a) Report**

**b) Monthly Financial Statement – Operations**

**c) Monthly Financial Statement - Capital**

**H.2 Director of Public Works**

**a) Report**

**H.3 Special Constable/Bylaw Officer**

**a) Protective Services Report**

**H.4 Dangerous & Unsightly Administrator**

**a) Dangerous or Unsightly Premises Reports**

**H.5 Grant Coordinator**

**a) Report**

**H.6 Returning Officer**

**a) Report**

**H.7 Chief Administrative Officer**

**a) Report**

**I. CORRESPONDENCE**

**I.1**

**J. NEW BUSINESS**

**J.1**

**K. IN-CAMERA**

**K.1**

**L. ADJOURNMENT**