



Town of Digby

Administrative Policy # 2017-08

Telephone & Electronic Polls Policy

Purpose:

To establish a policy for the handling of polls of members of Council.

Scope:

This Policy is applicable to the Chief Administrative Officer, Mayor and Council Members of the Town of Digby.

References:

Municipal Government Act

Definitions:

1. **Telephone Polls:** An arrangement where individuals are consulted individually by phone, provided with information, then asked for their approval. For the purpose of this policy individuals may be consulted in person or by telephone.
2. **Electronic Poll:** An arrangement where individuals are contacted electronically, provided with information and requested to respond with their approval or disapproval of the question presented.
3. **Polls:** Telephone or electronic.

Policy Statement:

1. Polls of members of Council may be conducted by the Mayor or Chief Administrative Officer requesting a decision on any matter. Whenever possible, electronic polls are preferred as they provide documentation of the individual's response.

2. The Chief Administrative Officer may delegate a single staff member to conduct a poll of Council members provided that the staff member is provided with sufficient information to respond to questions from members.
3. All reasonable efforts will be made to contact all Council members.
4. If a request made in any poll is approved by all members of Council contacted, provided that number constitutes a quorum, it is deemed to be approved and a resolution ratifying the decision shall be introduced at the next regularly scheduled meeting.
5. If a request made in any poll is not approved by all members contacted, the decision is deemed to be not approved.
6. If (Subject to Section 4) the request is not approved, the Mayor or Chief Administrative Officer, shall have three options:
 - a. No further action is taken on the request.
 - b. A Special Meeting is called according to the Municipal Government Act or Town Policy to deal with the request at which time majority and minority opinions can both be heard.
 - c. The request is deferred and placed on the Agenda for the next regularly scheduled Council meeting during which time majority and minority opinions can both be heard.

Note: This policy does not impede the ability of the Mayor and/or Chief Administrative Officer to make decisions in the case of emergency as prescribed in other Town of Digby Policies and Bylaws.

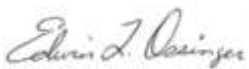
Clerk's Annotation for Official Policy Book

Date of Notice: **January 16, 2017**

Date of adoption: **February 6, 2017**

Policy effective date: **February 6, 2017**

I certify that this **Telephone & Electronic Polls Policy** was adopted by Council as indicated above.



Clerk

Date