



**Title: Council Procedural Policy**

**Approved by Council**

**Date: March 25, 2025**

**Policy Review Notification**

**Date: February 25, 2025**

**Policy Review**

**Date: March 3, 2025**

I certify this to be a true copy of the **Council Procedural Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on March 25, 2025.

Shelley David  
Municipal Clerk

**1. Purpose**

1.1. The purpose of this policy is to outline the operating principles and procedures to be used for Council and agencies, boards, commissions, and committees (ABCCs) established by Council in the execution of all business for the Municipality of the County of Richmond relating to meeting protocol, the election of officers, conflict of interest, rules of order and debate, motions, voting, and choices in governance by by-law, policy, or resolution.

**2. Scope**

2.1. This policy applies to meetings of the Municipality of the County of Richmond's municipal Council, including ABCCs established by Council.

2.2. This policy applies to all members of Council, staff, citizen members appointed to ABCCs established by Council, (unless otherwise specified by a By-Law, Terms of Reference, or other governing document), citizens appointed to external ABCCs, individuals who appear before the Council, and members of the public.

### 3. Definitions

In this policy:

- a) **“ABCCs”** means Agencies, Boards, Commissions, and Committees established by Council. This acronym may also be used throughout this document to interchangeably mean boards of municipally owned corporations, ABCCs established by bylaw, advisory committees, task forces, working groups, and other bodies. At times, a distinction is made to note Council-established ABCCs, i.e. those created by Council, to differentiate them from those to which are not under the Municipality’s control.
- b) **“Acting Warden”** means a member of Council selected by Council to be Acting Warden in the absence or inability of the Warden and Deputy Warden to act.
- c) **“Abstain”** means a member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter.
- d) **“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.
- e) **“Business day”** means a day when the Municipality of the County of Richmond office is open for business.
- f) **“Chief Administrative Officer or CAO”**- The administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the Municipal Government Act.
- g) **“Clerk”** means the municipal clerk of the Municipality of the County of Richmond and/or designate.
- h) **“Council”** means the Warden and Councillors of the Municipality of the County of Richmond, being elected pursuant to the provisions of the Municipal Government Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.
- i) **“Council member(s)”** means all members of Council, include(s) the Warden unless the context indicates otherwise.
- j) **“Conflict of interest”** means a direct or indirect conflict of interest within the meaning of the Municipal Conflict of Interest Act.
- k) **“Deputy Warden”** means the member of Council who is elected by Council to act as Warden;

- l) **“Improper conduct”** means Conduct that obstructs in any way the deliberations and/or proper action of the committee or Council.
- m) **“Leave of Council”** means permission of Council.
- n) **“MOCR”** means the Municipality of the County of Richmond
- o) **“Personnel”** means employees of the Municipality of the County of Richmond (excluding elected officials).
- p) **“Point of personal privilege”** means a matter that a member considers questioning their integrity and/or the integrity of the Council.
- q) **“Policy matter”** means a matter which will be governed by the provisions of the policy and includes any matter on which decisions may have to be made on a regular or repetitive basis on which Council wishes to guide the process or specify the principles to be adhered to by Council or staff as they make that decision.
- r) **“Presiding Officer”** means: (a) the Warden when presiding at a meeting of the Council, (b) the Deputy Warden when presiding at a meeting of the Council in the absence of the Warden, (c) Chairperson of a Council established ABCC; or (d) such other member as may be presiding at a meeting of the Council in the absence of the Warden and Deputy Warden.
- s) **“Quorum”** means a majority of the total number of voting members currently on Council or established ABCC or as per the terms of reference, by-law or other governing document.
- s) **“Regular meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- t) **“Warden”** means the Council member chosen by the Council of MOCR to be the presiding officer of the Council.

## 4. Roles and Responsibilities

### 4.1. Municipal Council will:

- a) Review and identify necessary revisions to the Council Procedural Policy in collaboration with the Chief Administrative Officer.

4.2. The CAO will:

- a) Administer and implement the Council Procedural Policy.
- b) Identify necessary revisions to this policy and facilitate the annual review in collaboration with Council.

4.3. Municipal staff will:

- a) Adhere to the policy procedures as outlined in this policy.

## **Policy**

### **5. Policy Statement**

5.1. The procedural requirements in this policy are intended to complement and supplement, not to replace, the requirements contained in the Municipal Government Act (MGA). In the event of any conflict between the provisions of this policy and the MGA and this policy, the MGA will prevail.

### **6. Application of the Policy**

- 6.1. The rules of procedure contained in this policy shall be observed in all proceedings of Council and ABCCs established by Council and shall be the rules for the order and dispatch of business in Council and Council established ABCCs.
- 6.2. All points of order or procedure for which rules have not been provided in this policy and its appendices shall be decided by the presiding officer in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in Robert's Rules of Order, 12th edition or the most recent edition.
- 6.3. This Council Procedural Policy serves to replace any former municipal policies or past practices referencing the proceedings of Council or ABCCs established by Council.

## 7. Presiding Officer

### 7.1. Election of Presiding Officer

- a) Warden
  - i. The Warden will be elected at the first meeting of Council, immediately after the Councillors-elect have taken the Oath of Office and signed the Code of Conduct.
  - ii. All nominations will be received verbally, with nominations to be closed by motion. After nominations have closed, Councillors having let their names stand for election will each have 5 minutes to address Council.
  - iii. Voting will take place via secret ballot with counting to take place by staff. After counting, the clerk will announce if a majority was achieved by any candidate.
  - iv. If a majority has not been achieved, then the candidate with the lowest number of votes is dropped from the ballot and an additional vote is held. This process continues until a candidate achieves a majority or until only two candidates remain.
  - v. If only two candidates remain, if necessary, two votes will take place to determine a majority. If no majority is achieved after two votes, then the Clerk will determine the Warden from the two leading candidates by lot as per section 12(5) of the MGA.
  - vi. After the declaration of the Warden, all ballots related to the election shall be destroyed in the presence of Council, unless otherwise decided by a majority vote.
  - vii. The Warden will hold office for a term of two (2) years as outlined in the MOCR Terms of Warden Policy.
  - viii. The Warden shall be the presiding officer at all Council meetings, unless unavailable, in which case the Deputy Warden shall be the presiding officer.

- ix. The Warden is considered an ex-officio member of all ABCCs established by Council, other than those to which the Warden has been appointed as a member. As an ex-officio member, the Warden may participate in an ABCC but not vote and not affect quorum.
  - x. If the Warden position becomes vacant during the term of Council, the newly elected Warden shall hold office until the end of the Warden's current term, unless overturned as per section 12(7) of the MGA.
- b) Deputy Warden
- i. The election of the Deputy Warden will take place immediately following the election of the Warden and be conducted in the same manner as the election of the Warden.
  - ii. The Deputy Warden will hold office for a term of one (1) year as outlined in the MOCR Terms of Deputy Warden Policy.
  - iii. If the Deputy Warden position becomes vacant during the term of Council, the newly elected Deputy Warden shall hold office until the end of the Deputy Warden's current term, unless overturned in a similar manner of overturning the Warden as per section 12(7) of the MGA.
- c) Acting Warden
- i. Council may at any time appoint a member of Council to be Acting Warden in the absence or inability of the Warden and the Deputy Warden to act.
  - ii. The term of the Acting Warden will conclude upon the return of either the Warden or Deputy Warden to their respective duties.
- d) Chairperson and Vice Chairperson
- i. The selection of the Chairperson and Vice Chairperson for ABCCs established by Council will be selected by the members of their respective ABCC unless otherwise specified in By-Laws, Terms of Reference, or other governing document.



## 8. Duties of the Presiding Officer

It shall be the duty of the presiding officer to:

- 8.1. 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;
- 8.2. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- 8.3. Protect all rights of those attending the meeting;
- 8.4. Receive and put to a vote all motions presented and to announce the result;
- 8.5. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- 8.6. Enforce the rules of order;
- 8.7. Preserve order and decide points of order;
- 8.8. Restrain the members within the rules of order when engaged in debate;
- 8.9. Determine, at their discretion, whether a motion is in order.
- 8.10. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;
- 8.11. Call on the Warden, or in the absence of the Warden on another member, to fill their place until resuming the chair, if the presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise;
- 8.12. Ensure that the decisions of Council/ABCC established by Council conform with the laws governing the activities of Council/ABCC.
- 8.13. Adjourn the meeting when business is concluded. (no motion required)
- 8.14. Adjourn the meeting without question in the case of grave disorder arising in the meeting place.
- 8.15. Ensure effective communication between ABCCs and Council by following the requirements for reporting and communication as per the MOCR Committees Policy, section 18.

## 9. Council / ABCCs Meetings

Except as provided in this policy and the MGA, all meetings shall be open to the public.

### 9.1. Organizational Meeting of Council

- a) The organizational meeting of Council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day to administer the Oath of Office as per section 148 of the Municipal Elections Act (MEA) and signing of the MOCR Statement of Commitment to Councillor's Code of Conduct.
- b) The Clerk, under the direction of the CAO, shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.
- c) The Clerk shall serve as presiding officer for the organizational meeting until the Warden has been elected, at which time the Warden will assume the chair of the meeting, as per section 12 (4) of the MGA.
- d) Seating arrangements for Councillors will be determined at the organizational meeting and will be then set for future meetings of Council.
- e) The business of Council at the organizational meeting shall be limited to the calling of the meeting, the administration of the Oath, the introduction of new Councillors, the election of Warden and Deputy Warden, and the appointments to ABCCs established by Council and external ABCC's appointments, and such other business as required by the MGA.

### 9.2. Regular Council and Committee of the Whole Meetings

- a) Regular Council and Committee of the Whole meetings will be held according to the schedule set annually by Council and at a time determined by Council.
- b) Any scheduled meetings of Council that fall on a holiday may be held on the next regular business day.
- c) During July and August, Regular Council or Committee of the Whole meetings will not be scheduled. However, Council may convene special meetings during this period as may be necessary or expedient for the dispatch of business.

- d) Unless otherwise decided by Council, all meetings of Regular Council and Committee of the Whole shall be held in Council chambers, located at the Municipal Administration Building, 2357 Hwy 206, Arichat NS.
- e) Regular Council and the Committee of the Whole will be recorded and/or livestreamed. If technical difficulties prevent the livestream from being enabled or make livestreaming impossible, the meeting will proceed as scheduled.
- f) Council may by resolution alter the time, day, and place of any meeting previously approved under section 9.2 (a).

### 9.3. Other Meetings of Council

- a) In addition to Regular Council meetings, Council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the Council determines, if each member of Council is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.

### 9.4. Emergency Meetings

- a) Where the Warden determines that there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

### 9.5. ABCCs Established by Council Meetings

- a) ABCCs established by Council may hold meetings in Council chambers or other locations in the MOCR, according to the schedule and at a time determined in their respective Terms of Reference, By-Law, or other governing documents.

### 9.6. In Camera Meetings

- a) Regular Council and ABCCs established by Council meetings, or portions thereof, may be held in camera only in accordance with section 22 of the Municipal Government Act, as may be amended from time to time. The only matters to be considered in an “in camera session” are as follows:
  - i. Issues related to the proposed or pending acquisition, sale, lease, or security of municipal property; or



- ii. Setting a minimum price to be accepted by the municipality at a tax sale;  
or
  - iii. Personnel matters; or
  - iv. Labour relations; or
  - v. Contract negotiations; or
  - vi. Issues related to public security; or
  - vii. Litigation or potential litigation affecting the municipality; or
  - viii. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- a) Prior to moving into an in camera session and when reverting to a regular session for any of the reasons outlined in section 9.6 (a), a motion must be passed. This motion should specify that the Council/ABCC is convening into an in-camera session, outline the general nature of the matter to be discussed, and indicate the return to the regular session upon concluding the in camera portion of the meeting.
  - b) A vote may occur during an in-camera session, provided the reason for being in camera is sanctioned under section 9.6 (a), and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.
  - c) Recommendations to Council from an in-camera session will be dealt with immediately following the in camera session.
  - d) Staff reports presented during an in-camera session and minutes of an in-camera session will be maintained by the clerk and considered confidential unless Council determines that the information, or part thereof, shall be made available to the public.

## **10. Notifications of Meetings & Cancellations**

10.1. Notifications for meetings or cancellations will adhere to the guidelines outlined in the MOCR Strategic Communications Plan.

10.2. The clerk shall call a meeting of the Council when required to do so by the Warden or upon presentation of a written request signed by a majority of the Councillors. When calling a meeting in this manner, the clerk shall give at least two days public notice of the meeting, as per section 19 (4) of the MGA.

- 10.3. The Warden/presiding officer and CAO jointly may decide to cancel a Council/ABCC meeting due to inclement weather or other circumstances, which in their judgement appears appropriate.
- 10.4. Any decision to cancel a meeting of Council that was called by a petition of a majority of Councillors shall only be upheld by a two-thirds (2/3) majority decision of Councillors.
- 10.5. As per section 19(7)(a)(b) of the MGA, a meeting of Council is not an illegal or invalid meeting by reason only of a failure to give notice or meeting elsewhere than provided in this policy or a notice of meeting.

## **11. Call to Order/Quorum**

- 11.1. As soon as a quorum is present after the scheduled start time of the meeting, the presiding officer shall call the meeting to order. The opening acknowledgement, as outlined in Section 12, may be conducted at the discretion of the presiding officer.
- 11.2. If a quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the presiding officer shall indicate that no quorum is present, and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 11.3. In the case where quorum is present, and the Warden or Chairperson has not arrived within fifteen (15) minutes after the time appointed, the Deputy Warden or the vice chairperson, shall assume the chair and call the meeting to order. The Deputy Warden or Vice Chairperson shall preside until the arrival of the Warden or Chairperson.
- 11.4. In the event the Deputy Warden or Vice Chairperson 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 Warden or the regular Chairperson.
- 11.5. Members are encouraged to inform the clerk when a member is aware that they will be absent from any meeting.

11.6. Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members shall be deemed to constitute a quorum, provided the number is not less than two. A member who has declared a conflict of interest and leaves the meeting shall not be counted in determining the quorum.

11.7. 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 other meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the clerk shall record in the minutes the names of the remaining members.

## **12. Opening Acknowledgement**

12.1 After calling a meeting to order:

- a) The presiding officer may acknowledge matters of significance to the County and/or undertake a moment of silent contemplation.
- b) The presiding officer shall proceed with the order of business in which it stands on the agenda.

## **13. Order of Business and Agenda**

13.1. The business of Council and ABCCs shall be taken up in the order in which it stands on the agenda unless otherwise decided by Council or the ABCC.

13.2. Agendas will be prepared by the Clerk or designate, under the direction of the CAO in accordance with the Warden for Council or the presiding officer for ABCCs.

13.3. Agendas and corresponding meeting packages will be disseminated as per the MOCR Strategic Communications Plan.

## **14. Additions to the Agenda**

14.1. Additions to the Regular, Special Council, or Committee of the Whole agenda must be submitted to the Office of the CAO by noon on the Thursday before the meeting. For all other meetings, submissions are due by noon two days prior.

- 14.2. Agenda items that require backup information can be in the form of a staff briefing note, memo, or other relevant documentation.
- 14.3. Requests for additional items to the agenda following its publication will not be considered, except under the circumstances outlined below:
- a) Submissions as a late item using the “Item Added” form, as detailed in Appendix C, to the Clerk promptly for dissemination to Council or ABCC and the public.
  - b) Once a Regular, Special Council or Committee of the Whole meeting agenda is published, an item of business not listed on the agenda may not be introduced at a meeting unless an “Item Added” form is completed and approved in advance by the Warden for addition. Additions to Regular Council or Committee of the Whole meeting agendas from the floor during the meeting require an “Item Added” form to be submitted prior to the meeting and a unanimous motion from the Council. However, Councillors may add a Notice of Motion from the floor to a Special, Regular Council, or Committee of the Whole meeting agenda with a majority vote. Additions to published ABCC agendas, except for the Committee of the Whole, require a simple majority to approve. The addition will be published the following day.

## **15. Agenda Format**

- 15.1. Appendix “A”, Agenda Format, forms part of this policy and shall list the order of business in the format most commonly used in MOCR ABCCs and Council.

## **16. Meeting Minutes**

- 16.1. The Clerk shall verify and maintain the minutes of all Council and Council established ABCC meetings.
- 16.2. All minutes recorded for Council and Council established ABCCs shall record:
- a) The meeting type, place, date, and time of the meeting.
  - b) The name of all members and staff in attendance, and any regrets.
  - c) The name of guest presenters and those who approach Council during question period.

- d) The time of late arrival or early departure of members.
  - e) The name of the member who declares a conflict of interest along with the reasoning.
  - f) The resolutions, substantive decisions made, and actions taken.
  - g) The results of votes on all motions. Votes in opposition shall be recorded to include the name of the member of Council.
  - h) The time the meeting went in and out of an in-camera session.
  - i) The in camera portion of the minutes shall record the topic of discussion only.
- 16.3. The unapproved minutes shall be presented for the next scheduled Council or ABCC meeting for a motion of approval.
- 16.4. In order to move or second the approval of minutes as presented or as corrected, the member must have been in attendance at that meeting where the minutes are being approved.
- 16.5. After approval, the presiding officer and Clerk (or designate) of both Council and ABCCs shall sign minutes.

## **17. Governance by Bylaws, Policy, and Resolutions**

- 17.1. Council shall govern by Bylaw in all matters required by the MGA.
- 17.2. Council shall govern by Policy in all issues meeting the definition of a policy matter. When in doubt, it is preferable to govern by policy rather than resolution.
- 17.3. Council shall govern by resolution only when a by-law or policy is not applicable and in particular, only when the motion does not involve principles and/or processes that must be used in future staff or Council decisions.

## **18. Disclosure of Conflict Interest**

- 18.1. It is the responsibility of each member to identify and disclose any conflict of interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the Council or Council established ABCC.

18.2. Where a member, either on their own behalf or while acting for, by, with and/or through another, has any conflict of 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:

- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
- b) Not participate for the duration of the discussion about the matter.
- c) Not take part in the discussion of or vote on any question with respect to the matter.
- d) Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

18.3. Where a meeting is not open to the public, as per section 9.6, in addition to complying with the requirements, the member shall immediately leave the meeting room for the portion of the meeting during which the matter is under consideration.

18.4. Where the interest of a member has not been disclosed by reason of his absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Council established ABCC, as the case may be, attended by the member after the particular meeting as per the Municipal Conflict of Interest Act.

## **19. Speaking/Rules of Debate**

19.1. A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.

19.2. 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 member who wishes to speak in the order that they indicate their desire to address Council or ABCC.

19.3. When a member is speaking, no other members shall interrupt, except to raise a point of personal privilege or point of order.

- 19.4. Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not so as to interrupt a member while speaking.
- 19.5. At the discretion of the presiding officer, a member shall not speak more than once on the question until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech in which may have been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than four times without the leave of Council or ABCC.
- 19.6. At the discretion of the presiding officer, a member shall not speak to the same question, or in reply, for longer than 10 minutes without the leave of Council or ABCC.
- 19.7. A member shall be restricted to asking questions related directly to the matter under discussion.
- 19.8. After the 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 result has been declared.
- 19.9. To participate in debate, the presiding officer shall relinquish the position to the vice presiding officer until the matter has been disposed of. Relinquishing such position ensures impartiality of the presiding officer position.

## **20. Motions**

- 20.1. The presiding officer may not put forth a motion.
- 20.2. A motion must be seconded and then repeated by the presiding officer before being voted upon.
- 20.3. After a motion has been moved, it is the property of Council or the ABCC and may not be withdrawn without the consent of the majority of Council or the ABCC.
- 20.4. Standard Meeting Motions
- a) For the purposes of this policy, the following will be considered “standard” meeting motions:

- i. To approve the agenda.
  - ii. To adopt minutes.
  - iii. To recess.
- b) The presiding officer may ask if a member of Council or ABCC is willing to move/second a standard meeting motion, in which case any member may respond verbally. The presiding officer will verbally indicate which members have moved and seconded the motion.
- c) In order to streamline meetings, any of the three (3) standard meeting motions may be voted upon by the members by a show of hands or by saying aye/nay.
- d) Motions prepared in a staff report may be moved verbally by referencing the motion and the report.
- e) In Council, the following motions may be introduced without notice and without leave, except as otherwise provided by this policy:
- i. To suspend the rules of procedure.
  - ii. To table.
  - iii. To postpone definitely (deferral motion with a specified date/meeting).
  - iv. To refer.
  - v. To amend.
  - vi. To postpone indefinitely (deferral motion without specifying a date/meeting).
  - vii. Any other procedural motion.
  - viii. Motions arising from Business from Councillors.
- f) Appendix “B”, Procedural Motions, forms part of this policy and shall describe the form and standard descriptive characteristics of motions commonly used in committees and Council.

## 21. Voting

21.1. The decision of the Council or ABCC on a motion shall be via raised hands or verbal aye/nay.

- 21.2. No vote shall be taken by ballot or by any other method of secret voting, except for the selection of Warden, Deputy Warden.
- 21.3. All members that are qualified to vote shall vote once on each motion, and are not permitted to abstain from voting, except when such member has declared a conflict of interest as per section 21(2)(3) of the MGA.
- 21.4. Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present, and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.
- 21.5. The mover and seconder of a motion must be present at the meeting for debate to occur.
- 21.6. A member not in their seat at the call of the vote shall not be entitled to vote.
- 21.7. Each member shall occupy their seat until the result of the vote has been declared.
- 21.8. Voting conducted at public hearings shall be done in accordance with provisions of the MGA.

## **22. Public Conduct at meetings**

- 22.1. Members of the public present in the Council chamber or other meeting location shall maintain order and quiet and shall not address Council or members of the ABCC except with permission by a majority vote of Council or the ABCC.
- 22.2. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of the meeting.
- 22.3. No person shall bring into the Council chamber or other meeting location cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- 22.4. Recording (audio or video) and taking pictures during meetings are not permitted unless pre-approved by the presiding officer and announced before the meeting begins.
- 22.5. Members of the media may use electronic devices to record the audio (only) of the proceedings to augment their notetaking, but not for broadcasting.



- 22.6. 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 municipality.
- 22.7. Persons invited to address Council or ABCC shall only speak on the subject in debate and shall not speak on any other subject.
- 22.8. Any person not being a member of Council or ABCC who contravenes any provision of this section may be expelled from the meeting by the presiding officer.

### **23. Presentations to Council**

- 23.1. Any persons or groups may be permitted to make presentations to Council provided that the application(s) have been submitted to the Office of the CAO as per MOCR Presentations and Delegations Appearing before the Committee of the Whole or Council Policy.
- 23.2. A group of persons who wish to present to Council a petition on any matter within the jurisdiction may do so in accordance with the MGA.

### **24. Related Documents**

[Code of Conduct for Elected Municipal Officials](#)

[Committees Policy](#)

MOCR Presentations and Delegations to Committee of the Whole or Council Policy  
(currently in draft)

[Municipal Government Act](#)

[Municipal Housing Corporation Act](#)

[Municipal Conflict of Interest Act](#)

[Policy on Confidentiality and Non-Disclosure](#)

[Strategic Communications Plan](#)



## 25. Appendix

Appendix A – Agenda Format

Appendix B – Procedural Motions

Appendix C – Item Added to the Agenda Form

## 26. Policy Review/Amendment Schedule

Date of Review	Approved/Amended by Council
March 3, 2025 Addition to Section 16 (g), “Votes in opposition shall be recorded to include the name of the member of Council”.	March 25, 2025 Amended and Approved
September 9, September 23, 2024	October 15, 2024

## **APPENDIX A – AGENDA FORMAT**

### **1. Organizational Meeting**

- a) Call to Order
- b) Opening Acknowledgement (optional, see Section 12 of this policy)
- c) Welcome, Introduction of newly elected officials and those attending
- d) Election of Warden
- e) Election Deputy Warden
- f) Warden’s Closing remarks
- g) Adjournment

### **2. Council Established ABCCs**

- a) Call to Order
- b) In Camera Sessions (if required, reason must be listed as per the MGA)
- a) Opening Acknowledgement (optional, see Section 12 of this policy)
- b) Items added to the Agenda/Approval of the Agenda
- c) Review of Minutes
- d) Agenda items listed in order of precedence
- e) Adjournment

### **3. Special Meetings**

- a) Call to Order
- a) Opening Acknowledgement (optional, see Section 12 of this policy)
- b) Roll Call
- c) In Camera (if required, reason must be listed as per the MGA)
- d) Agenda items listed in order of precedence
- e) Adjournment

#### **4. Committee of the Whole**

- a) Call to Order
- b) Opening Acknowledgement (optional, see Section 12 of this policy)
- c) In Camera Sessions (if required, reason must be listed as per the MGA)
- d) Items added to the Agenda/Approval of the Agenda
- e) Review of Minutes
- f) Appeals/Eastern District Planning Commission
- g) Presentations
- h) Notice to be Given
- i) New Business
- j) Review of Warden's Council Report
- k) Member of Council Items (Warden followed by Councillors)
- l) CAO, Review of Administration Operations Report
- m) Community Acknowledgement
- n) Correspondence
  - i. Action Required
  - ii. For Information Purposes
- o) Unfinished Business
- p) Review of Cheques Issued
- q) Review of Action Items
- r) Items Added to the Agenda
- s) Question Period (15 Minutes, not restricted to items on the agenda)
- t) Adjournment
- u) Question Period Details



## **5. Regular Council**

- a) Call to Order
- b) In Camera Sessions (if required, reason must be listed as per the MGA)
- c) Opening Acknowledgement (optional, see Section 12 of this policy)
- d) O'Canada
- e) Roll Call
- f) Items Added/Approval of the Agenda
- g) Review of the Minutes
- h) Question Period (Restricted to items on the Committee of the Whole Report)
- i) Committee Reports
- j) Motion to Adopt (Policies)
- k) By-Law (First Reading Approval, Second Reading Approval)
- l) New Business
- m) Members of Council Items (Warden followed by Councillors)
- n) CAO Items
- o) Correspondence
- i. Action Required
- ii. For Information Purposes
- p) Unfinished Business
- q) Review of Action Items
- r) Items Added to the Agenda
- s) Question Period (Restricted to the remainder of the agenda following the Committee Reports.)
- t) Adjournment
- u) Question Period Details

## 6. Question Period Details

- a) The following question period details shall be listed on the agenda for the Committee of the Whole as follows:

**Question Period – Phone In: (902) 226-9885**

Any member of the public may ask a question on any item. A maximum of fifteen (15) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

Comments must be phrased in the form of a question. Council will hear the question and will answer if appropriate.

No person speaking during Question Period shall:

- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

### **Live Streaming**

All Committee of the Whole and Regular Council Meetings will be live streamed on the Municipality of the County of Richmond (MOCR) YouTube channel. The link for the meeting can be found on the [MOCR Facebook Page](#).

- b) The following question details shall be listed on the agenda for Regular Council as follows:

**Question Period – Phone In: (902) 226-9885**

Any member of the public may ask a question on any item listed on the agenda without giving notice. A maximum of ten (10) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

Comments must be phrased in the form of a question. Council will hear the question and will answer if appropriate.



No person speaking during Question Period shall:

- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

### **Live Streaming**

All Committee of the Whole and Regular Council Meetings will be live streamed on the Municipality of the County of Richmond (MOCR) YouTube channel. The link for the meeting can be found on the [MOCR Facebook Page](#).



## APPENDIX B - PROCEDURAL MOTIONS

### 1. Point of Personal Privilege

- 1.1. 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.
- 1.2. A point of privilege shall take precedence over any other matter.
- 1.3. A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.
- 1.4. The chair shall decide upon the point of privilege and advise the members of the decision.
- 1.5. Unless a member immediately appeals the chair's decision, the decision of the chair shall be final.
- 1.6. 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.
- 1.7. 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.

### 2. Motion to Table

- 2.1. A motion to table:
  - a) Is not debatable.
  - b) Is not amendable.
- 2.2. 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.
- 2.3. 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 meetings of Council.
- 2.4. 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.



### **3. Motion to Close Debate**

3.1. 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.
- f) When resolved in the affirmative, the question is to be put forward without debate or amendment.
- g) Is not permitted in committee.

### **4. Motion to Postpone Definitely**

4.1. 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.

### **5. Motion to Refer (To Committee or Staff)**

5.1. 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.



## **6. Motion to Amend**

6.1. 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.

6.2. 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.

## **7. Motion to Postpone Indefinitely**

7.1. 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.

## **8. Point of Order**

8.1. The presiding officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask the presiding officer for a “point of order” and after permission 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. 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.



## **9. Motion to Suspend the Rules (Waive the Rules)**

9.1. 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.

## **10. Motion to Reconsider**

10.1. 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.

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

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

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

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

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



## **11. Motion to Amend/Rescind a Previous Decision**

11.1. 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) 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.

11.2. 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.

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

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



**Item to be added to the Agenda:**

**Late Agenda Item Submission**

Submitted to Municipal Clerk promptly for dissemination to Council or ABCC and the public.

**Request from the Floor Submission**

A unanimous motion from Council or a majority vote for ABCC is required for acceptance. The late agenda item will be posted to the public the following day.

**1. Meeting & Date**

- Regular Council Meeting \_\_\_\_\_
- Committee of the Whole Meeting \_\_\_\_\_
- Other Meeting \_\_\_\_\_

**2. Item:**

**Background: Define/Explain**

**Outcome Requested:**

**3. Motion for consideration:**

**Submitted by:**

**Date:**