

Town of Witless Bay
Public Meeting of Council - October 29, 2013
Town Hall - 7:30 pm

Attending: Mayor: Sébastien Després
Deputy Mayor: Jeff Swain
Councillors: Kevin Smart
René Estrada
Dena Wiseman
Ralph Carey

Members absent: Tommy Crocker

Also attending: Clerk/Manager: Geraldine Caul
Asst. Clerk: Barb Harrigan

1. The meeting was called to order by Mayor Sébastien Després at 7:31 p.m.
2. **2013-172** - René Estrada/Kevin Smart
Be it resolved Council adopt the October 29/13 agenda as presented.
Motion carried unanimously.
3. **2013-173** - Jeff Swain/Dena Wiseman
Be it resolved Council adopt the October 15/13 Minutes of Meeting.
Discussion: Revised - Motion 2013-152 was made by Sébastien Després not Jeff Swain.
Motion carried unanimously.
4. Business arising from Minutes:
 - a) Rules of Order - Mayor Sébastien Després re-introduced the *Rules of Order* he presented at the October 15/13 public meeting and called for a motion to adopt the document in accordance with the Notice of Motion he had given at the last meeting.

2013-174 - Dena Wiseman/René Estrada
Discussion: Jeff Swain asked the procedure for maintaining a speaker's list. Sébastien responded that the individual would raise her/his hand and the clerk will keep a speaker's list on behalf of the Chair.
Motion carried unanimously.
 - b) Rules of Procedure - Mayor Sébastien Després introduced the *Rules of Procedure* and called for a motion to adopt the document in accordance with the Notice of Motion that was given at the October 15/13 public meeting.

2013-175 - Dena Wiseman/Kevin Smart

Discussion: Sébastien said he would go through each item of the Rules of Procedure, inviting suggestions for change. Following is a list of revisions and discussions:

Notice of Agenda for Meetings

1. *Regular public meetings of Council shall be held in the Town office on the second and fourth Tuesdays of each month.*

Discussion: Dena pointed out that some months contained four weeks while others had five, and, if it was Council's intention to stay on a certain schedule for regular public meetings, it wouldn't be possible as currently written.

Revision to number 1:

Regular public meetings of Council shall be held in the Town office, preferably every two weeks.

3. *In an emergency situation, a special meeting of Council may be called by a majority of councillors in office. Such emergency meetings must be preceded by a notice of at least 2 hours, and shall deal with only the item(s) of business for which the emergency meeting has been called.*

Discussion: Jeff Swain asked what the procedure would be for giving notice of this special meeting. Sébastien said a notice would be placed on the town's website and posted in a public place normally used by the town.

10. *The Agenda for all public meetings shall include:*
 - a. *The date, time and place of the meeting.*
 - b. *The exact wording of all motions for which a notice of motion has been given.*
 - c. *(Insert all other details to be given here)*

Discussion: Sébastien said there would eventually be a meeting format, but this would be addressed later.

Public Meetings of Council

14. *Unless a conflict of interest is declared or a councillor has been permitted to abstain by a majority vote of the other councillors in attendance at the meeting, all councillors must vote on all matters before Council. This includes the Mayor, who has one vote. An abstention is the equivalent of a negative vote.*

Discussion: Sébastien, referring to article 212(3) of the Municipalities Act (which reads, "Where a councillor abstains from voting on a motion or resolution, a decision shall not be made on that motion or resolution unless the number of councillors in favour of the motion or resolution is equivalent to or more than a majority of the councillors in attendance at the meeting"), clarified this by explaining that a councillor's abstention has the same effect as a vote against a motion.

18. *If a motion is not supported by a majority vote, it must be deferred until the next public meeting of Council. If not finalized on that date, three months must elapse before Council includes it on the agenda again.*

Discussion: Sébastien explained that if a motion was defeated and brought back to Council at the next meeting, it could be discussed, but if it was defeated again, it will remain off the agenda for three months.

23. *Immediately following the adjournment of each public meeting, there shall be a "Public Comment" section, where the public may talk about anything, and where Council may question the public, but where no further action or discussion is allowed. This "Public Comment" section shall end by 11:00 p.m. at the latest.*

Discussion: There were a few questions/suggestions relating to the public comment sessions, such as how long Council would be prepared to stay if the meeting adjourned early, placing a half hour cap on public comment session after adjournment, as well as implementing a time limit for each speaker.

Sébastien stated there would be no cap placed on the time, and added there was a time limit set for all speakers.

Communication with the General Public

24. *The Town Clerk shall ensure that the agenda for the public meetings of Council are posted on the Town Website at least 48 hours prior to every meeting.*

Addition to number 24:

The Town Clerk shall ensure that the agenda for the public meetings of Council are posted on the Town Website at least 48 hours prior to every meeting, and a notice placed on the door of the town hall.

26. *Updates to policies and procedures shall be posted on the Town Website as they are adopted.*

Addition to number 26:

Updates to policies and procedures shall be posted on the Town Website as they are adopted and placed on the town hall's bulletin board.

28. *Access to Information forms shall be used for public requests where deemed necessary. (M#2011-058).*

Discussion: Dena asked for clarification on when access to information forms were to be used, and was informed by the Mayor they would be used when council deems it necessary.

Motion carried unanimously.

4. c) Mission Statement - Mayor Sébastien Després proposed Council formulate a mission statement based on the goals and objectives from the Municipal Town Plan and summarize each in one paragraph.

Notice of Motion: Mayor Sébastien Després - Proposal of Mission Statement for November 12, 2013 public meeting.

Mayor Sébastien vacated the Chair at 7:58 (he was replaced by Deputy Mayor Jeff), to make the following motion in accordance with a notice given at the last public meeting:

2013-176 - Sébastien Després/René Estrada

Be it resolved Council work together to draft a Mission Statement primarily inspired by the goals and objectives set out in the proposed Witless Bay Municipal Town Plan.

Motion carried unanimously.

Mayor Sébastien Després returned to the Chair at 8:00.

- d) Revised development application - Sébastien explained that this revised document had all the requirements for each type of development on the front page.

Sébastien vacated the Chair at 8:02 (he was replaced by Jeff Swain), to make the following motion:

2013-177 - Sébastien Després/Kevin Smart

Be it resolved Council adopt the draft development application, effective immediately, subject to further development requirements as the need arises.

Discussion: There was a brief general discussion on the revised application's use of the term "unused land" in the *Present use of all adjacent land* section, as well as different development standards for Residential and Residential In-fill structures.

Sébastien acknowledged the issues brought forward and said he recognized the regulations in the current Town Plan are not perfect and should be addressed, but that Council must abide by these until they are revised.

Motion carried unanimously.

Mayor Sébastien Després returned to the Chair at 8:10.

- e) **Notice of Motion:** To rescind Motion #2013-120, where Council accepted to upgrade Gallows Cove Road to current town standards in response to a letter from Minister Kevin O'Brien. Dena read the correspondence relating to this item and felt Council needed to rescind the motion because the decision to upgrade Gallows Cove Road was made with an awareness, as evidenced by correspondence on the matter, that the road name was an error made by Minister Kevin O'Brien.

Jeff Swain and René Estrada felt that because this area was widely used by residents and tourists, the decision to upgrade the end of Gallows Cove Road was still necessary. There were numerous reasons for completing this work, one being lack of space available for parking vehicles.

Sébastien felt if Council intended to upgrade this road in the context of it being required for purposes such as tourism, perhaps it could be reviewed.

Dena explained this wasn't the case and read a portion of correspondence between the Town and Minister O'Brien clearly indicating the Town agreed to upgrade Gallows Cove Road as one of two conditions stipulated by the Minister required prior to any development taking place. She said, furthermore, that the correspondence about the matter showed that Council knew it was an error because of the following statement from Council's email to Minister O'Brien: "...We understand that you will be revising this letter to clarify the road that is required to be upgraded is Mullowney's Lane, and not

Gallows Cove Road.” Dena felt the Council should not move forward with this commitment to upgrade the area until the Minister provided clarification of his directions to the town.

At this point, Sébastien closed discussion on this topic because it was scheduled to be on the agenda for the next public meeting.

- f) Town’s website - Dena explained she didn’t have a report at this time because the meeting she had scheduled did not take place. She would provide the information at the next meeting.
- g) Clearing brush on 241 Gallows Cove Road - There was a brief discussion pertaining to the Light & Power easement that existed on the property, and that the driveway was also an actual town Right-of-Way that created an access to the coastline. It was determined by public works that the applicant did not have sufficient width to use as a driveway unless they purchased land from adjacent property owners.

2013-178 - Jeff Swain/Ralph Carey

Be it resolved Council deny application to clear brush on the town’s Right-of-Way.

Motion carried unanimously.

- h) Garage on 8 Ocean View Drive - Jeff Swain and Ralph Carey did a site visit and recommended the development for approval. The lot behind was about 6-10 feet above this particular development.

2013-179 - Jeff Swain/Ralph Carey

Be it resolved Council approve the construction of a garage on 8 Ocean View Drive.

Discussion: Public Works calculated the garage dimension of 24 x 32 into meters and determined the garage was larger than what regulations allowed. Ralph Carey said the rules were there and they couldn’t give him a permit with this size, but he could change the size.

Amendment - Ralph Carey/Dena Wiseman

Be it resolved Council approve in principle the construction of a garage on 8 Ocean View Drive, subject to compliance with town standards for floor area.

Amendment carried unanimously.

Motion carried unanimously.

- i) 481 Southern Shore Highway - Extension to garage - Tabled for the next public meeting due to applicant’s failure to submit revised application.
- j) Residential dwelling on 136 Gull Pond Road - Sébastien explained that Council denied this application at the last meeting due to the insufficient lot size, however, the applicant has confirmed he owns the adjoining lot and can obtain land to comply with the town’s regulation.

Jeff added that the town’s requirement is 1860 sq. meters, which is smaller than half an acre.

Sébastien confirmed this lot had been approved for development before it was purchased some years ago, and for this reason, it would be contrary to public interest.

2013-180 - Jeff Swain/Ralph Carey

Be it resolved Council approve in principle application for residential dwelling on 136 Gull Pond Road subject to approval from Government Services.

Motion carried unanimously.

- k) Andrew's Lane - Residential dwelling (10% variance and approved at last public meeting) - Sébastien explained that while this application was approved at the last meeting, the town's regulations stipulate all developments using a variance require Council to provide a seven day notice period to immediate neighbors. He said the development could not be approved as proposed regardless due to insufficient lot size, and applicant would need to change his driveway access.

2013-181 - Jeff Swain/Kevin Smart

Be it resolved Council rescind **motion 2013-169** and **deny** application for residential development on Andrew's Lane due to insufficient lot size that would have required a public notice for variance if all remaining conditions could be met, and also, the proposed access does not conform to town regulations.

Motion carried unanimously.

- l) 20-22 Hillsway Drive - Residential dwelling - A brief discussion took place regarding whether or not the lot was of sufficient size with the variance. Jeff Swain confirmed it was. Sébastien read the Town Plan's requirements for variances from the General Regulations, Part I, Section 11:

Variances: Where an approval or permit cannot be given by the Council because a proposed development does not comply with development standards set out in development regulations, the Council may, in its discretion, vary the applicable development standards to a maximum of 10%, if in the Council's opinion, compliance with the development standards would prejudice the proper development of the land, building or structure in question or would be contrary to public interest.

Sébastien said the regulations very clearly discouraged Council from approving developments requiring variances, and that Council should only approve developments that meet all of the requirements for variances set out in the Town Plan.

2013-182 - Jeff Swain/Ralph Carey

Be it resolved Council approve in principle application for residential dwelling on 20-22 Hillsway Drive, subject to results of Notice of Variance sent to applicant's immediate neighbours.

For the motion: Jeff Swain, Ralph Carey, Dena Wiseman, Kevin Smart

Against the motion: Sébastien Després, René Estrada.

Motion carried.

- m) Training sessions - This is an information sheet for Council's information.
5. Presentations by Individuals and Delegations: No presentations/delegations at this time.
6. New Business:
- a) Change order - Witless Bay Community Center - The change order covered the addition of clearing and grubbing to the contract for \$2,2145 and the deletion of field piping for \$1,475. The total addition to the contract was \$670 plus HST.

2013-183 - Jeff Swain/René Estrada

Be it resolved Council approve Kendall Engineering's change order as presented for the Witless Bay Community Center, resulting in an additional cost of \$670 plus HST.

Motion carried unanimously.

- b) Kendall Engineering/Mun. Affairs - Capital Works Track Road shortfall of \$45,247.60 & options to proceed. Council agreed to would wait until Jeff spoke to Tom Kendall before making a decision.

2013-184 - Jeff Swain/Dena Wiseman

Be it resolved Council table this item for the next public meeting.

Motion carried unanimously.

- c) Kendall Engineering - change order for Capital Works Harbour Road (gas tax) - Funding deficit of \$64,354.52, Engineer's recommendation to delete curb work reducing tender by approx. \$40,000 but still with \$24,354.52 over funding limit.

2013-185 - Jeff Swain/Ralph Carey

Be it resolved Council table this item for the next public meeting.

Motion carried unanimously.

- d) Services NL - Clean-up of Irishtown Road. Due to the private nature of this item, Council agreed to hold a brief private session.

2013-186 - Dena Wiseman/Ralph Carey

Be it resolved Council move to an in-camera session at 9:30, requesting the public to vacate the chamber allowing Council to discuss item d.

Motion carried unanimously.

Council re-opened the public meeting at 9:35.

2013-187 - Ralph Carey/Kevin Smart

Be it resolved Council clean up property on Irishtown Road and try to recoup cost if possible.

Motion carried unanimously.

- e) Correspondence re property development of land off Gallows Cove Road - This item was for information purpose and required no action.
- f) Notification of appeal - Sébastien gave a brief explanation of the Appeal and the process. While this item was for information only, with no action required at this point, he did speak about his discussion with the town's lawyer and the options that were available. The options are:

1. Invite FORB to complete a full application for Council to address. Sébastien explained an appeal is based on a decision of Council, and there was a town regulation re Crown Lands to not accept a second application if one exists already on file for the same land. He said if Council invited another application, Council would be breaking their own rule, that it could be interpreted as a grey area which could result in further legal action, and may or may not resolve anything.

2. Do nothing and wait for a ruling, which could allow a bad situation to get worse. In addition, it could be difficult to collect court costs from FORB.
3. Put the decision relating to Crown Land via a costly referendum. This would require a 2/3 vote and, again, may or may not resolve anything.
4. Meet with FORB. This may not resolve the issue because Council cannot give them what they want.
5. Settle out of court. The settlement is unlikely.

- g) Ratification of groups supported by the town - Sébastien vacated the Chair at 9:50 p.m. (Jeff Swain replaced him) to discuss this item in accordance with a Notice of Motion given at the October 15/13 public meeting.

Sébastien explained that a feeling of unfairness is easily fostered, and the first order of business is to have everything written down. He said the requests from those wanting to use the building, such as 50+, Kinsmen, Guides, etc., needed to be documented in order to promote fairness to everyone. Sébastien further explained the purpose of the Notice of Motion was to recognize the groups. He invited the public to email their suggestions in order to move forward with the implementation process, because in order to accommodate those requesting to use the building, a framework needed to be built to determine who gets ratified.

Sébastien returned to the Chair at 10:00 p.m.

7. Finance:

- a) Cash flow analysis report - For information purpose.
- b) Mobile Cadets - Request for donation - Sébastien invited Council to make a motion.

2013-188 - Kevin Smart/Rene Estrada

Be it resolved Council make a donation to the Mobile Cadets.

Amendment: Jeff Swain/Dena Wiseman

That the amount to be donated be \$100.

Amendment carried unanimously.

Motion carried unanimously.

- c) 2014 Budget discussions - Geraldine to set up a meeting with the accountant.

8. Public Works & Compliance:

- a) Application to operate limousine service on 49 Dunn's Lane - This was a business with one vehicle being parked in the driveway.

2013-189 - Jeff Swain/Ralph Carey

Be it resolved Council approve application to operate a limousine service on 49 Dunn's Lane.

Motion carried unanimously.

- b) Application to construct a shed on 11 Island View Place - All requirements were met.

2013-190 - Jeff Swain/Ralph Carey

Be it resolved Council approve application to construct a shed on 11 Island View Place.

Motion carried unanimously.

- c) Application to construct shed on 90 Gallows Cove Road - All requirements were met.

2013-191 - Jeff Swain/Ralph Carey

Be it resolved Council approve application to construct a shed on 90 Gallows Cove Road.

Motion carried unanimously.

- d) Application to construct shed on 36 Bear's Cove Road.

2013-192 - Jeff Swain/Ralph Carey

Be it resolved Council approve application to construct a shed on 36 Bear's Cove Road, contingent on meeting town standards for floor space.

Motion carried unanimously.

- e) Application to develop residential dwelling on -Cart Hill/Alban Carey's Road (previously appealed).

There was a discussion on whether the road in question was indeed a town road, who had the authority to determine what roads were included on this list, why the road list was created (initially for purpose of obtaining funding to help the town in its operation), and what the town's obligation would be for the roads on the list.

Dena read the Conclusion section of the appeal results of the Eastern NL Regional Appeal Board relating to roads and zoning.

Sébastien recommended Council table this application and revisit it at the next Council meeting in two weeks.

2013-193 - Jeff Swain/Ralph Carey

Be it resolved Council table application to develop a dwelling on Cart Hill/Alban Carey's Road pending clarification of the Board's authority.

Motion carried unanimously.

- f) Application for proposed subdivision on Gull Pond's Road - Sébastien scheduled a meeting with the developers for 7:00 p.m. immediately before the next town meeting in two weeks.
- g) Application for Crown Land on Tower Road. It was noted the proposed use was to add to their existing lot. Sébastien stated it was important the applicant was aware that the land applied for could not be used for an additional residential lot.

2013-194 - Jeff Swain/Ralph Carey

Be it resolved Council approve in principle crown land application on Tower Road for the purpose of appending to the existing lot, **and with the stipulation that it is not to be used for an additional residential lot.**

Motion carried unanimously.

9. Adjournment:

2013-195 - Dena Wiseman/Kevin Smart
Be it resolved Council adjourn at 10:30 p.m.
Motion carried unanimously.

RULES OF ORDER

FOR MEETINGS OF WITLESS BAY'S TOWN COUNCIL

Prepared by Sébastien Després, Mayor of Witless Bay

Deliberative bodies operate much more effectively when they follow rules of procedure. In most instances, the rules to be followed are Robert's Rules of Order, which carefully balance the rights of the majority to act and the rights of the minority to be heard, and in some cases, prevent action. This is an adaptation of Robert's Rules for use by Witless Bay's Town Council. To be amended as needed.

It is the obligation of the Chair to run an orderly meeting. Councillors are not to speak until recognized by the Chair. Except in case of a Point of Information or a Point of Order, a Councillor may not interrupt another member when they have the floor. The Chair rules on votes and on questions of proper procedure. In the event of a disruption in the meeting, the Chair may call on others to return the meeting to order.

All matters come before Council by motion. A Councillor makes a motion by saying "I move that _____." It is not the form of the motion, but the substance of it which governs. The Chair shall keep a speakers' list, and shall invite speakers to take the floor in the order they have signaled their intention to speak. A speaker may take the floor for no longer than five minutes at a time when a motion is being discussed. The Chair shall normally limit the number of times a person may speak on a motion to a maximum of three times. Debate must be confined to the merits of the motion, and can be closed only by order of Council (two-thirds vote) or by the chair.

Types of Motions

The Main Motion is the matter that is before the body at that moment. Nearly all other motions bear some relation to the main motion.

Subsidiary Motions propose to do something to or with the main motion. Examples include amendment, referral, laying on the table, and calling the question. These motions are all subject to an order of precedence. The "main motion" may change while a matter is considered. For example, if the main motion is to adopt a resolution, and a member offers a subsidiary motion to amend the resolution, the proposal for amendment becomes the main motion until that motion has been disposed of.

Incidental Motions relate to procedure and must be dealt with before Council returns to the main or subsidiary motion being discussed. Incidental motions take precedence over all other motions, and in some instances, may be made when the mover does not have the floor. Examples include a Point of Order, the Appeal of a Ruling on a Point of Order, a Point of Information, a Call for a Roll Call, or a Suspension of the Rules.

Privileged Motions take precedence over all other motions, and include Motion to Recess, Question of Privilege, and a Motion to Adjourn.

Motions in Order of Precedence

Undebatable Motions: Adjourn*Recess*Question of Privilege*Table*Previous Question*Limit/Extend Debate

Debatable Motions: Postpone to a Definite Time*Refer*Amend*Postpone Indefinitely*Main Motion

Incidental Motions take precedence over whatever matter is pending, and include: Point of Order, Point of Information, Suspend the Rules, Division of the Question, and Going In Camera.

Common Motions

Adjourn: A motion to adjourn may be made at any time, even if council's Rules of Procedure contain a set time for adjournment. It takes precedence over any other motion on the floor and must be voted on before debate can continue on some other matter. Not debatable. Must be seconded.

Adoption: This is to adopt the matter before the body.

Amendment: To modify the main motion before the body. An amendment may only modify the main motion, and must not substantively change its intent. Must be seconded.

Calling the Question: Requests that Council immediately vote on the matter before it; it cuts off debate and proceeds to an immediate vote. Made by saying "I call the question." Requires a second, is non-debatable, and requires a two-thirds vote.

Division of the Question: This is a request to have separate votes on different portions of the proposal before Council. It is not debatable, but must be seconded.

Postpone Indefinitely: This is the motion to be used if the intent is to not adopt the matter before the Council, without explicitly voting it down. Debatable, and requires a two-thirds vote.

Point of Information: An incidental motion where a Councillor desires some information prior to proceeding to a vote on the matter before the body. It does not require a second and no vote is taken on the point of information. A member simply says "Point of Information?." Can be raised when another has the floor.

Point of Order: An incidental motion, not subject to a second or debate. It raises a question about the procedure being followed by Council. The chair rules on the Point of Order. If a Councillor disagrees with the ruling, s/he may appeal the ruling to Council. An appeal requires a second, and a majority of Council must disagree with the Chair's ruling for it to be reversed.

Point of Privilege: A privileged motion that does not require a second and is not debatable, it relates to a personal matter or to the operation of Council, such as a room that is too hot, too cold, too loud, confidential information that should not be discussed in public, etc.

Recess. The motion asks that the body take a short break. The length of time of the recess should be established. This is a privileged motion, in that it takes precedence over almost all other pending motions. It requires a second, it is not debatable, and requires a majority vote.

Reconsideration: A motion for reconsideration asks that the body reconsider something it has already acted upon. It must be made either at the same meeting at which the matter was considered, or at the next succeeding meeting. If it is to be made at the next succeeding meeting, it must be on the official agenda of the meeting. A motion to reconsider may only be made by a member who voted on the winning side of the prior question. If the motion to reconsider is approved, the prior proposal is then again before the body.

Refer: This is a subsidiary motion that asks that a matter be referred to another body, or to another meeting of Council.

Suspension of the Rules: This is an incidental motion because it relates to the manner in which the body will take up an issue. It requires a two-thirds majority, but is not debatable.

Table / Take of the Table: This is a motion to temporarily defer consideration of a matter and then to ask that the matter be taken up again. This motion is helpful when information necessary for consideration is temporarily unavailable, or to allow for more pressing business to be discussed first. Not debatable. The motion cannot be used to kill a proposal or as a delaying tactic.

Withdraw: Mover can move to withdraw a motion during debate. Must be seconded.

Rules of Procedure

Notice & Agenda for Meetings

1. Regular public meetings of Council shall be held in the Town Office, preferably every two weeks.
2. The Mayor, the Deputy Mayor in the Mayor's absence, or any two members of Council may call a meeting. All regular meetings of Council must be preceded by a notice of at least 48 hours, which must be coordinated by the Town Clerk.
3. In an emergency situation, a special meeting of Council may be called by a majority of councillors in office. Such emergency meetings must be preceded by a notice of at least 2 hours, and shall deal with only the item(s) of business for which the emergency meeting has been called.
4. Notice for meetings must include the final version of the agenda, in such a manner as to apprise the public of the business to be discussed. Broad items such as "Report of the Chair" shall be avoided.
5. All correspondence, accounts, applications, or any other item to be discussed at a public meeting of Council must be submitted to the Town Office by 12:00 p.m. noon on the Thursday prior to the Council meeting for inclusion on the agenda. Any item submitted after this deadline will be addressed at the next public meeting of Council.
6. During public meetings of Council, there shall be no discussion of items not on the agenda, nor shall there be action on items not on the agenda.
7. Notice of motion must be given prior to consideration of all regulations or amendments thereto and for the re-consideration of a previously adopted motion or resolution.
8. Council will not act on anonymous complaints.
9. There may be action on any item on the agenda, unless the agenda explicitly states that this item is "For information only."
10. The agenda for all public meetings shall include:
 - a. The date, time, and place of the meeting.
 - b. The exact wording of all motions for which a notice of motion has been given.
 - c. (INSERT ALL OTHER DETAILS TO BE INCLUDED HERE)
11. The minutes of council meetings shall include:
 - a. The date and place of the meeting.
 - b. The time at which the meeting was called to order.
 - c. A record of the attendance at the meeting, including the time when individual councillors arrived or left.
 - d. The exact wording of all motions and resolutions put before council.
 - e. The names of the mover and seconder of each motion or resolution.
 - f. The names of councillors in favour, against, or abstaining on every motion or resolution.
 - g. A brief description of all reports or other documents presented to council, including presentations made by any delegations.
 - h. Any declaration of a conflict of interest by a member of council and a record of that councillor's leaving the meeting while the matter is under discussion.
 - i. The time of adjournment.

Public Meetings of Council

12. Quorum for public meetings of Council is four councillors.
13. All in attendance shall respect and follow the Rules of Order established by Council.
14. Unless a conflict of interest is declared or a councillor has been permitted to abstain by a majority vote of the other councillors in attendance at the meeting, all councillors must vote on all matters before Council. This includes the Mayor, who has one vote. An abstention is the equivalent of a negative vote.
15. All business of Council shall be conducted by roll call vote (Municipalities Act, 212(4)).
16. A motion or resolution is considered to be defeated in the case of a tie vote.
17. Motions requiring a two-thirds majority require the assent of two-thirds of the councillors in office, not two-thirds of the councillors present (i.e. five supporters are needed when seven councillors are in office).
18. If a motion is not supported by a majority vote, it must be deferred until the next public meeting of Council. If not finalized on that date, three months must elapse before Council includes it on the agenda again.
19. All committees of Council act in an advisory capacity, and do not have any power to act on their own. All committee recommendations must be discussed and decided by Council before becoming valid.
20. Council may go into closed session when a two-thirds majority of Councillors vote that a discussion be held "In Camera." Decisions taken during closed sessions are not valid until they are moved, seconded, and passed at a public meeting.
21. Any delegation wishing to address council is required to notify the Town Clerk in writing prior to the deadline for inclusion on the agenda. The delegation must appoint a spokesperson, who will appear before Council shortly following the adoption of the minutes. Delegations' requests will be discussed by Council at a later point in the proceedings or at a future meeting. While members may ask questions to a delegation's spokesperson, there shall be no debate at this time. The members of the delegation have a right to sit through the remainder of the council meeting, but have no right to address council after their spokesperson has presented their case.
22. Public meetings of Council shall adjourn at 10:30pm, whether or not all agenda items have been settled.
23. Immediately following the adjournment of each public meeting, there shall be a "Public Comment" section, where the public may talk about anything, and where Council may question the public, but where no further action or discussion is allowed. This "Public Comment" section shall end by 11:00pm at the latest.

Communication with the General Public

24. The Town Clerk shall ensure that the agenda for the public meetings of Council are posted on the Town Website at least 48 hours prior to every meeting, and a notice placed on the door of the town hall.
25. The Town Clerk shall ensure that the ratified minutes of all public meetings are posted on the Town Website within one week following their ratification.
26. Updates to policies and procedures shall be posted on the Town Website as they are adopted, and placed on the Town Hall's bulletin board.
27. A newsletter shall be sent out to residents at least once every four months.
28. Access to Information forms shall be used for public requests where deemed necessary. (M#2011-058)