



MOCK MEETING

INTRODUCTION

- Learn about agenda items and making motions
- Not real decisions



INTRODUCTION

Procedure By-law



Calling



Place



Proceedings



Notice

INTRODUCTION

Quorum

- Majority of members of Council

INTRODUCTION

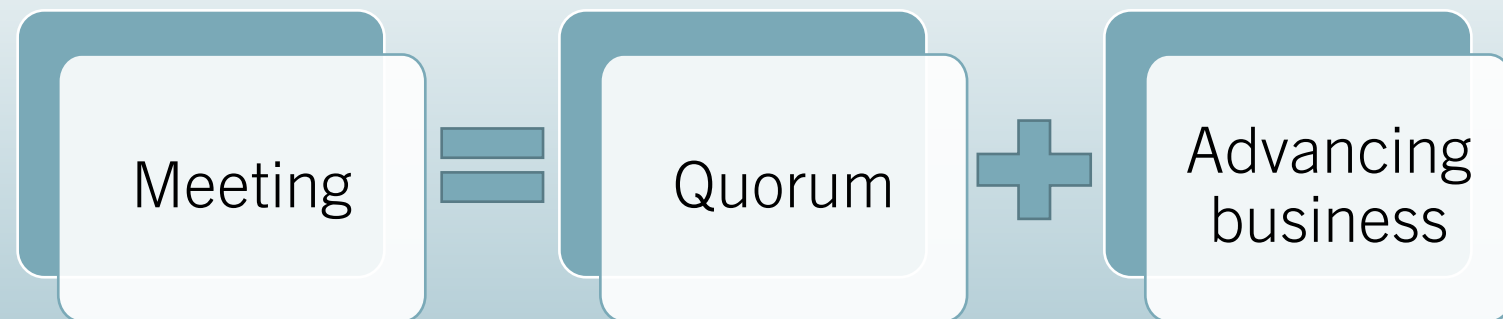
Obtaining the floor

- Raise your hand to be acknowledged by the Chair
- All discussion should go through the Chair

INTRODUCTION

Meetings

- Regular meetings
- Special meetings



INTRODUCTION

Before the meeting

- Read the agenda
- Webinar protocol
- Absences

OPENING CEREMONIES

1. Opening Ceremonies

1.1 Call to Order

1.2 Roll Call

1.3 Land Acknowledgement and Moment of Reflection

- The Chair will call the meeting to order at the time the meeting was called for.
- **Regular Council Meetings** start at 1:00 pm
- Meetings are livestreamed and recorded.

OPENING CEREMONIES

1. Opening Ceremonies

1.1 Call to Order

1.2 Roll Call

1.3 Land Acknowledgement and Moment of Reflection

- Clerk will call the roll for all Council Members and staff present.

OPENING CEREMONIES

1. Opening Ceremonies

1.1 Call to Order

1.2 Roll Call

1.3 Land Acknowledgement and Moment of Reflection

- The Land Acknowledgment is to honour the Indigenous people who have lived and worked on this land historically and presently.



DISCLOSURE OF PECUNIARY INTEREST

- Prepare in advance.
- Must be written **and** verbal.
- Onus is on the Member – no one else.
- You need to:
 - Disclose the interest and the general nature
 - Not take part in the discussion of, or vote on any question in respect of the matter
 - Not attempt in any way whether before, during or after the meeting to influence voting.
- Special provisions when in Closed or absent



APPROVAL OF AGENDA

- Acknowledges the order of the proceedings of the meeting.
- May be amendments for **urgent** or **time-sensitive** matters.

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- December 6 is a Council meeting
- Agenda gets posted November 29
- Delegations can be requested up to noon on December 2 to **agenda items**
- Amendment to agenda by end of day December 2



MOTIONS

Making a Motion

- Make sure motions are clear.

MOTIONS

Seconding motions

- A motion is a proposal by a member that the group take a certain action.
- For a motion to move forward, it must have support.

MOTIONS

Voting

- Everyone must vote
- Abstain

ADOPTION OF MINUTES

- Public Record
- **Without** note or comment



COMMITTEES AND BOARDS

- Committee and Board minutes
- Reports/presentations from Committees and Boards.
- Council Representatives



RECORDED VOTE

- Verbal
- Name and vote recorded in minutes

**STATUTORY
PUBLIC
MEETING
PURSUANT TO
THE PLANNING
ACT**

- Different procedures
- Opportunity to hear information related to the application in order to make a decision.
- No motions.
- Separate set of minutes.

Motion to recess the regular meeting



Planning Staff to introduce the file



Chair will ask for members of the public in **favour** of application



Chair will ask for members of the public in **opposition** of application



Chair will ask members of Council for any questions



Repeat for each application

Motion to reconvene the regular meeting



**BUSINESS
ARISING FROM
THE
STATUTORY
PUBLIC
MEETING**

- Summary of public meeting and staff recommendation
- Council to make decision – generally support, deny or defer.





Adding

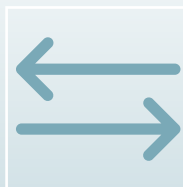


Striking Out

MOTIONS

Amendments and Friendly
Amendments

That Council direct staff to buy ⁸~~6~~ chairs and 6 tables
~~for the Council Chambers.~~ and organize a pizza
party for the Corporate Services department



Substituting



Relevant



PRESENTATIONS

- From people/groups invited at the request of the Municipality
- 20 minutes



MOTIONS

Receive

- A motion to receive = 'we have seen this, no further action'

DELEGATIONS

- Similar to presentations
- From members of the public
- 10 minutes



MOTIONS

Refer

- Referred to a Committee or person
- **Who, Why** and **When**

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- December 6 is the Council meeting
- Next Council meeting is December 20
- Agenda gets posted a week in advance on December 13
- Deadline for reports is December 9 – 3 days for staff to prepare report

I NEED A BREAK



MOTIONS

Recess

- Interruption in proceedings
- Specify length of recess
- Chair = 20 minutes

STAFF REPORTS

- By department
- Report template
- Questions in advance

STAFF REPORTS

Recommendation

Financial Implications

Background

- This is what staff recommend
- May outline alternative options

STAFF REPORTS

Recommendation

Financial Implications

Background

- What will it cost?
- Where is the money coming from?

STAFF REPORTS

Recommendation

Financial Implications

Background

- Background, data, research, consultations, legislation



MOTIONS

Discussion and debate

- Discussion is not a motion
- Motion before discussion

MOTIONS

Discussion and debate

C



CLEAR AND
CONCISE
• Use CARE

A



ADAPTABLE

R



RESPECTFUL

E



EXACT

MOTIONS

Discussion and debate

- Know what you are voting on.

MOTIONS

Tie Votes

- Tie vote = Failed

**CORRESPONDENCE
FOR INFORMATION**

- No requested action
- Receive all at once

CORRESPONDENCE FOR ACTION

- Correspondence with an 'ask'

SOMEONE'S MISBEHAVING

POINT OF ORDER/PRIVILEGE

- Point of order = procedure
- Point of privilege = conduct

BY-LAWS

- Council acts by by-law
- Wide variety
- By-law memo

**BUSINESS
ARISING OUT
OF A PREVIOUS
MEETING**

- Items deferred from a previous meeting
- Meeting length = 5 hours
- Updates

NOTICE OF MOTION

- New initiatives

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- Notice of Motion to be debated on at the December 20 meeting
- Option 1: read it aloud at the previous meeting
- Option 2: submit it to the Clerk the Friday before the agenda is posted



MOTIONS

From the Chair

- Cannot make motion from the Chair

WHAT IF THE DEPUTY MAYOR ISN'T PRESENT?

ACTING HEAD OF COUNCIL

Month	Designated Councillor
January	Councillor at Large
February	Galway-Cavendish Councillor
March	Harvey Councillor
April	Councillor at Large
May	Galway-Cavendish Councillor
June	Harvey Councillor
July	Councillor at Large
August	Galway-Cavendish Councillor
September	Harvey Councillor
October	Councillor at Large
November	Galway-Cavendish Councillor
December	Harvey Councillor

INFORMATION ITEMS

- Public announcements
- No motions

CLOSED MEETING

AKA 'in camera'

- Closed to the public
- Resolution
- Confidential
- Motions = **procedural** or **direction**

- The security of the property of the municipality or local board
- Personal matters about an identifiable individual, including municipal or local board employees
- A proposed or pending acquisition or disposition of land by the municipality or local board
- Labour relations or employee negotiations
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
- A request under MFIPPA, if the council, board, commission or other body is the head of an institution for the purposes of that act
- An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of this Act, or the investigator referred to in subsection 239.2(1)
- The meeting is held for the purpose of educating or training the members and at the meeting no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**BUSINESS
ARISING FROM
CLOSED
MEETING**

- Motion to rise
- Adoption of minutes
- Motions

**ADOPTION OF
CONFIRMING
BY-LAW**

- Council acts by by-law

ADJOURNMENT

- The best part...but you still have to do it

