

**THE CORPORATION OF THE MUNICIPALITY OF NEEBING**

**BY-LAW NUMBER 2019-007**

Being a by-law to further amend the Procedural By-law  
Number 2016-010, as amended.

Recitals:

1. Council adopted By-law Number 2016-010 on the 20<sup>th</sup> day of April, 2016 to establish the procedural rules for Council Meetings. By-law 2016-010 has been amended, from time to time since its passage.
2. Council passed By-law Number 2018-029 on the 19<sup>th</sup> day of December, 2018, to establish informal "town hall" meetings, to occur prior to the commencement of the regular Council Meetings governed by By-law 2016-010.
3. As there are occasions when no one attends "town hall" meetings, resulting in inefficiencies, Council determined, at its regular Meeting held on February 6<sup>th</sup>, 2019, to amend the procedural rules for Council Meetings to include a "town hall" segment, in order to be able to proceed with the regular business of Council in an efficient manner in circumstances where no one attends the "town hall" meeting.

**ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NEEBING ENACTS AS FOLLOWS:**

1. Amendment to Section 1.01: Section 1.01 (Definitions) of By-law 2016-010, as amended, is further amended to add the following definition as paragraph "(v)":
  - (v) "Town Hall Segment" means an informal portion of the Meeting, governed by Part Two Point One of this By-law, in which members of the public may address the Assembly on matters of interest in accordance with the rules set out in this By-law.
2. Amendment to Section 2.02: Section 2.02 (Format of Agendas for Council Meetings) of By-law 2016-010, as amended, is further amended to add, after the term "Attendance", the term "Town Hall Segment", so that Section 2.02, paragraph 1 reads as follows:
  - "1. Preliminary Matters
    - Call to order
    - Attendance
    - Town Hall Segment
    - Accept/Amend Agenda for this Meeting

Request/Receive Declarations of Pecuniary Interest under the  
Municipal Conflict of Interest Act (if any)"

3. **Meeting Start Time:** Section 3.03 of By-law 2016-010, is amended by substituting the digits "6:00" for the digits "6:30" in the third line of the Section.
4. **Rules for Town Hall Segment portions of Meetings:** By-law 2016-010 is further amended by adding a new part of the By-law between Parts Two and Three, to be called "Part Two Point One", as follows:

**"Part Two Point One: Town Hall Segment**

2.1.01 **Registration:**

Persons wishing to address Council at the Town Hall Meeting will be requested to print their names on an attendance sheet, as they enter the room.

2.1.02 **Call to Order:**

When Item 1(c) of the Meeting Agenda, being the Town Hall Segment of the Meeting, is reached, the time shall be noted, and the Presiding Officer shall call the Town Hall Segment of the Meeting to order. The Presiding Officer will invite those who have put their names on the registration sheet to address Council, one at a time, in the order in which their names are printed. If no one has signed the registration sheet, the Presiding Officer may simply ask members of the audience to address the Assembly by show of hands, or other appropriate method.

2.1.03 **Time Limit:**

Subject to Section 2.1.05, the Town Hall Segment is limited in duration to a maximum of thirty (30) minutes.

2.1.04 **Meeting Rules:**

Any person may address Council during the Town Hall Segment of the Meeting. Subject to Sections 2.0.06 and 2.1.07, the rules set out in this By-law apply to the Town Hall Segment of the Meeting. In addition, the rules the lettered paragraphs of this Section also apply.

- a) No person may speak more than five (5) minutes, or more than once. Each subject matter has a limit of ten (10) minutes.
- b) Only one person may speak at a time. Any person attempting to interrupt, "shout over", or otherwise disrupt another person who is addressing Council will be sanctioned as set out in Section 5.07 of this By-law.
- c) Persons speaking at the Town Hall Segment of the Meeting may not address matters that are already on the agenda. Those persons may speak as Deputants to the Meeting in accordance with Part Five of this By-law.
- d) Council Members may ask questions of those persons who are speaking.
- e) No portion of any Town Hall Segment of the Meeting shall be closed to any member of the public at any time.
- f) No resolutions may be moved or debated during the Town Hall Segment of the Meeting. No decisions will be made on consensus. Any matters raised which require a decision of Council must be placed on the agenda for a future Council Meeting.
- g) Except in the case of emergency or urgency, no matters raised at the Town Hall Segment of the Meeting may be added to the agenda for the Council Meeting scheduled on the same evening

**2.1.05 Extending the Hour of the Town Hall Segment of the Meeting:**

When thirty (30) minutes have passed, any member of Council may move a motion to extend the hour of the Town Hall Segment of the Meeting by a stated number of minutes. If the motion is seconded and passed, the Town Hall Segment of the Meeting can resume.

Only one motion to extend the hour of the Town Hall Segment of the Meeting is permitted.

If any of the following occur:

- (a) no motion to extend the hour of the Town Hall Segment of the Meeting is moved or seconded;
- (b) a motion to extend the hour of the Town Hall Segment of the Meeting fails to pass; or
- (c) the time limit set out in the resolution to extend the hour of the Town Hall Segment of the Meeting is reached;

regardless of whether or not everyone who wished to speak has spoken, the Town Hall Segment of the Meeting will conclude, and the Presiding Officer will move on to Item 1(d) of the agenda for the Council Meeting.

Any persons who had not had an opportunity to address the Assembly at the Town Hall Segment of the Meeting will receive priority to speak to the Assembly at the next Town Hall Segment of a future Council Meeting.

2.1.06 **Meeting Rules:**

The Meeting rules set out in Part Three of this By-law do not apply to the Town Hall Segment of the Meeting.

2.1.07 **Deputation Rules:**

Sections 5.04 through 5.06 do not apply to the Town Hall Segment of the Meeting."

- 5. **Repeal:** By-law 2018-029 is repealed.
- 6. **Effect:** The balance of By-law 2016-010, as previously amended, is confirmed.
- 7. **Effective Date:** This By-law takes effect on the day of its passage.

**ENACTED AND PASSED IN COUNCIL** this 20<sup>th</sup> day of February, 2019, as witnessed by the corporate seal of the Corporation and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE  
MUNICIPALITY OF NEEBING

  
Mayor

  
Treas

