



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

GOVERNANCE & LEADERSHIP

POLICY: COUNCIL MEETINGS

Policy 1.04

POLICY STATEMENT

There shall be a policy to establish the direction, format and establishment of Council meetings.

PROCEDURES

1. Decisions pertaining to Town business must be made at a properly held Council meeting as per government regulations set out in the *Municipal Government Act*, and in accordance with Council's procedural Bylaw.
2. Decisions are not valid unless formally passed by a quorum of Council.
3. Decisions of the Council are to be conveyed in a single, united voice regardless of the final vote. Councillors are required to strictly adhere to communication plans developed and agreed to by Council to ensure a cohesive message is communicated.
4. An Organizational Meeting of Council must be held within two weeks following an election. The position of Deputy Mayor and the term will be established as agreed upon at the Organizational Meeting.
5. Regular meetings of the Council are to be scheduled as agreed upon annually by the Council at its Annual Organizational Meeting.



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6. Special meetings of the Council require a minimum of twenty-four (24) hours' notice and must be carried out as prescribed in legislation.
7. All meetings other than Regular meetings or the change in the date, time or place of Regular meeting shall be posted at the Town Office in a conspicuous place and/or by electronic media.
8. Agendas outlining topics of discussion along with any supporting materials must be provided to each Councillor prior to regular meetings. Agenda development must adhere to the *Municipal Government Act*, and Council's Procedural Bylaw.
9. Minutes recording Council decisions and summary of major agenda items shall serve as official records of meeting proceedings and shall be filed utilizing a Motion Index. Decisions cited in Official Minutes will serve as the official record.
10. Matters pertaining to personnel issues or issues deemed appropriate to be discussed "in-camera", as defined by legislation, are permitted during Council meetings or Council committee meetings. Resolutions or Bylaws cannot be passed during such sessions. Decisions must be made during a meeting open to the public. Councillors are required to maintain confidentiality until the matter is discussed in a meeting open to the public.
11. All notes made by Councillors or administration during and after meetings are subject to the Freedom of Information and Privacy legislation (FOIP). Councillors shall refrain from making any personal notes during "in-camera" sessions by placing their pens/pencils and/or any other recording devices in the center of the table.



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12. Items shall appear on the agenda when necessary as nearl as possible in the following order:

- Adoption of the Agenda
- Confirmation of Previous Minutes
- Presentations
- Delegations
- Financial
- Correspondence
- Unfinished Business
- New Business
- In Camera
- Round Table
- Adjournment

13. Delegations shall be advised that there is a fifteen minute limit on presentation, and be asked to submit a letter or brief outlining in some detail the substance of the presentation by 4:00 p.m. on the Thursday preceding the Council meeting. The time limit on the presentation may be extended at the discretion of Council.

COUNCIL APPROVAL MOTION #12-07-15



MAYOR

DATE: JULY 13, 2015