Town of Truro – By-laws

Subject:	Council Procedure
By-law Number:	B100-008
Approval Date:	October 5, 2026
Departments:	All Departments

PART 1 - TITLE, PURPOSE AND AUTHORITY

1. Short Title
This by-law may be cited as the Council Procedure By-law.

2. Purpose
The purpose of this by-law is to:

a) establish clear and consistent procedures for meetings of Council;
b) support transparent, accountable, inclusive, and effective decision-making;
c) ensure Council meetings are conducted respectfully and efficiently;
d) provide appropriate opportunities for public participation;
e) clarify the relationship between Council, the Chief Administrative Officer, staff, and the public during meetings; and
f) comply with the Municipal Government Act and other applicable legislation.

3. Authority
This by-law is enacted under the Municipal Government Act and any other applicable authority available to the Town. If this by-law conflicts with provincial legislation, the legislation prevails.

PART 2 - DEFINITIONS

4. Definitions
In this by-law:

a) Act means the Municipal Government Act.
b) Agenda means the list of items to be considered at a meeting.
c) CAO means the Chief Administrative Officer, or designate, of the Town of Truro.
d) Chair means the Mayor or other person presiding at a meeting.
e) Deputy Clerk means the Municipal Deputy Clerk or designate.
f) Council means the Council of the Town of Truro.
g) Council Member means the Mayor or a Councillor.
h) Electronic Meeting means a meeting held wholly or partly by electronic means.
i) Meeting means a regular, special, emergency, committee of the whole, or other meeting of Council.
j) Quorum means a majority of Council Members, unless legislation provides otherwise.

k) Special Meeting means a Council meeting called for a specific purpose outside the regular meeting schedule.

l) Town means the Town of Truro.

PART 3 - COUNCIL-CAO GOVERNANCE

5. Governance Role of Council

Council is responsible for governing the Town. Council shall:

a) establish the Town's strategic direction;

b) adopt by-laws, policies, budgets, and plans;

c) make decisions respecting municipal programs, services, finances, and priorities;

d) represent the interests of residents and the municipality as a whole;

e) provide direction to the CAO through resolutions, by-laws, policies, approved budgets, and adopted plans; and

f) hold the CAO accountable for implementing Council direction and administering the Town.

6. Administrative Role of the CAO

The CAO is responsible for the overall administration of the Town and shall exercise the duties and authority assigned under legislation, by-law, policy, employment agreement, and Council direction. The CAO shall:

a) oversee municipal operations;

b) implement Council decisions;

c) provide professional advice and recommendations to Council;

d) direct and supervise municipal employees;

e) manage municipal programs and services;

f) prepare and administer operating and capital budgets;

g) ensure Council is informed of significant operational, financial, legal, and strategic matters affecting the Town; and

h) perform other duties as set out in the Act.

7. Direction to Administration

Council shall provide direction to municipal administration only through resolutions, by-laws, policies, approved budgets, and adopted plans. Individual Council Members shall not direct, supervise, or interfere with the work of municipal employees except through the CAO.

8. Communications with Staff

Council Members may request information from municipal staff through the CAO or through processes approved by the CAO. Routine communication between Council Members and employees is permitted when conducting municipal business, provided it does not become operational direction or interfere with administration.

9. Respect for Roles

Council Members shall respect the administrative authority of the CAO. The CAO shall respect Council's authority as the governing body. Council and the CAO shall work collaboratively and professionally in the public interest.

10. Information and Advice
Council Members are entitled to receive information necessary to carry out their duties. The CAO shall ensure Council receives timely, accurate, and relevant information to support decision-making. Additional information requests shall be made through the CAO or other approved process.

11. Individual Council Members
No individual Council Member has authority to direct municipal operations, commit municipal resources, or make decisions on behalf of the Town unless authorized by legislation, Council resolution, by-law, or policy.

12. Employee Relations
The CAO is responsible for the management, supervision, evaluation, and discipline of municipal employees. Council shall communicate concerns regarding staff performance, conduct, or operations through the CAO.

13. Strategic and Operational Accountability
The CAO shall report regularly to Council on implementation of Council decisions, strategic plan progress, budget performance, major projects, organizational risks, and significant operational matters. Council shall use these reports to exercise governance and oversight responsibilities.

PART 4 - MEETINGS OF COUNCIL

14. Regular Meetings
Council shall hold regular meetings at 1:00 pm on the first Monday of each month, except the month of August when Council will not meet. Regular meetings shall not sit later than 5:00 pm, unless otherwise determined by a two-thirds vote of the members present.
Council shall hold Committee of the Whole meetings at 4:00 pm on the third Thursday of each month, except the month of August when Council will not meet. Council may change the date, time, or location of a regular meeting by resolution. Notice of regular meetings to the public and to Council must be in accordance with the Act and shall be provided to the public through the Town's website and other communication methods used by the Town.

A meeting of Council may be cancelled where the meeting is no longer required; the meeting cannot be held due to an emergency, unforeseen circumstance, or other circumstance that makes the meeting impracticable or unsafe to hold; there is insufficient business to warrant holding the meeting; or cancellation is otherwise authorized by applicable legislation or this By-law.

The Chief Administrative Officer, in consultation with the Mayor, may cancel a regularly scheduled meeting of Council where circumstances warrant cancellation. Where practicable, notice of a cancelled meeting shall be provided to Council and the public as soon as reasonably possible through the Town's website and other communication methods used by the Town.

15. Special Meetings
The Mayor may call a Special Meeting. A Special Meeting shall also be called if requested in writing by a majority of Council Members. Notice of a Special Meeting to the public and Council must be in accordance with the Act and must state the date, time, location, and purpose of the meeting. No business may be considered at a Special Meeting except the business identified in the notice unless permitted by law and Council agrees as required.

16. Emergency Meetings
Council may hold an emergency meeting where a matter requires immediate attention and cannot

reasonably wait until the next regular or special meeting. Notice of an Emergency Meeting to the public and Council must be in accordance with the Act and shall be provided in the manner and to the extent practical in the circumstances.

17. Electronic and Hybrid Meetings
Council may conduct meetings wholly or partly by electronic means where permitted by law. Council Members participating electronically are considered present for quorum and voting purposes. The public shall be provided with reasonable access to observe electronic meetings except where Council is lawfully in closed session. If technical difficulties prevent a Council Member from participating, the Member is considered absent from the time of disconnection until participation is restored.

PART 5 - QUORUM AND ATTENDANCE

18. Quorum
A quorum is a majority of Council Members unless legislation provides otherwise. No business shall be conducted without quorum. If quorum is not present within twenty minutes after the scheduled start time, the Deputy Clerk shall record the Members present and the meeting shall be adjourned.

19. Loss of Quorum
If quorum is lost during a meeting, the Chair shall suspend the meeting for a reasonable period. If quorum cannot be restored, the meeting shall be adjourned and any remaining items shall be placed on a future agenda.

20. Attendance
Council Members are expected to attend meetings and remain until adjournment unless excused by the Chair or required to leave because of a conflict of interest, emergency, or other reasonable cause.

PART 6 - NOTICE AND AGENDA

21. Preparation of Agenda
The Deputy Clerk shall prepare the agenda in consultation with the Mayor and CAO. Council Members wishing to place an item on an agenda shall submit the item by the deadline established by the Deputy Clerk. The CAO may establish administrative processes for agenda preparation and report review.

22. Public Agenda Package
The public agenda package shall be made available in advance of the meeting in the manner used by the Town, except for confidential materials or materials that may lawfully be withheld.

23. Order of Business
The order of business at a regular Council meeting shall generally be:

1. Call to Order
2. Land Acknowledgement, if used by Council
3. Approval of Agenda
4. Approval of Minutes
5. Proclamations and Presentations
6. Delegations
7. Business Arising from Minutes
8. Staff Reports
9. Committee and Board Reports
10. Notices of Motion

11. Questions By Members
12. New Business
13. Correspondence for Information
14. Closed Session, if required
15. Adjournment

Council may alter the order of business by resolution.

24. Adding Items to the Agenda

An item may be added to the agenda at the meeting only before the agenda is adopted. A member can move to amend the proposed agenda. The motion to amend requires Council approval. If the agenda has already been approved, a member can introduce a new agenda item only by making a motion to amend the previously adopted agenda. Council must approve this by a two-thirds vote.
Council should only consider approval where the item can be addressed in a fair, informed, and transparent manner. Items that require staff research, financial analysis, legal advice, or public consultation may only be added to the agenda in order to direct staff to provide information at a future meeting. The Chair may recommend that a new item be referred to a future meeting if additional information is required.

PART 7 - DELEGATIONS, PRESENTATIONS AND PUBLIC PARTICIPATION

25. Delegations and Presentations

Individuals or organizations wishing to address Council shall submit a written request to the Deputy Clerk. Requests must be received no later than seven business days before the meeting unless otherwise approved by the CAO. Requests must include the topic to be presented, any request to be made of Council or potential outcome being sought.

Delegations and Presentations shall normally be limited to ten minutes unless Council extends the time by resolution. Delegations and Presentations shall address only the topic identified in their application. Presentations will normally be scheduled for Committee of the Whole meetings. For a Delegation or Presentation to be granted, the request must:

a) Be submitted before the deadline,
b) Relate to a topic of municipal business within the Town of Truro, and
c) Not be a matter before the courts.

Council may limit the number of delegations per meeting and may direct some requests to staff or a Committee rather than Council for initial review. Delegations and Presentations will be reviewed by the CAO in consultation with the Mayor. A delegation concerning a matter previously considered by Council will not be permitted again for six months unless there is significant new information.

26. Conduct of Delegations and Presenters

Delegations and presenters shall conduct themselves respectfully. The Chair may end a presentation if the speaker becomes abusive or disruptive, uses offensive language, exceeds the approved subject matter, or fails to comply with the direction of the Chair.

PART 8 - MEETING CONDUCT

27. Presiding Officer

The Mayor shall preside at Council meetings. In the Mayor's absence, the Deputy Mayor shall preside. If neither is present, Council shall appoint a Chair from among the Members present.

28. Rules of Debate
Council Members shall speak through the Chair, address the matter under discussion, treat other Members, staff, and the public respectfully, and avoid personal attacks and offensive language. The Chair shall maintain order and decide questions of procedure. A decision of the Chair may be appealed to Council and decided without debate.

29. Maintaining Order
The Chair may call a Member to order. A Member who continues disruptive conduct after being warned may be directed to leave the meeting for the remainder of the session. Council shall determine any dispute concerning interpretation of these rules.

30. Electronic Communications During Meetings
The purpose of this section is to maintain transparency, public confidence, and the integrity of Council deliberations by regulating electronic communications during Council meetings.

During a Council meeting, including any recess or adjournment where Council business remains before the meeting, Council Members shall not use electronic devices to:

a) communicate with members of the public regarding matters that are before Council at that meeting;
b) solicit advice, opinions, direction, or instructions from members of the public regarding matters under discussion;
c) engage in electronic discussions with other Council Members regarding matters before Council outside the public debate;
d) communicate with persons in attendance for the purpose of influencing debate or a vote;
e) use social media, text messaging, email, instant messaging, or other electronic platforms to comment on, debate, advocate for, or oppose a matter currently under consideration by Council.

Nothing in this section prevents a Council Member from using an electronic device during a meeting to:

a) access meeting agendas, reports, by-laws, policies, or other meeting materials;
b) review information relevant to the matter under consideration;
c) communicate with municipal staff regarding factual or procedural information necessary for the conduct of the meeting;
d) communicate regarding personal or emergency matters unrelated to Council business;
e) participate in electronic meeting technology authorized by the Town.

Council Members shall not make public statements through electronic means during a Council meeting.

During a closed session, Council Members shall not send, receive, transmit, post, record, photograph, screenshot, livestream, or otherwise distribute information relating to the confidential proceedings except as required for the lawful conduct of municipal business.

This section is intended to promote transparency and public confidence while permitting reasonable use of technology that supports participation in the meeting.

A violation of this section may be referred for review under the Town's Code of Conduct for Municipal Elected Officials Policy or other applicable process.

PART 9 - MOTIONS AND DEBATE

31. Motions

A member of Council may make a motion on a matter that is properly before Council for consideration. A motion shall be stated clearly and concisely. A motion shall be made by a member while that member has the floor and shall be addressed to the Chair. A motion shall be seconded by another member before it is considered by Council. A motion that is not seconded shall not be considered by Council and shall not be recorded in the minutes. Once a motion has been moved and seconded, the Chair shall state the motion to Council. Upon being stated by the Chair, the motion shall be considered to be before Council for debate and decision. The Chair may require a motion to be submitted in writing before it is debated and a decision is made.

Every motion shall be framed as a direction, decision, or determination of Council and shall be stated in a manner that clearly identifies the action Council is being asked to take.

Each Council member shall have the right to speak to each motion, unless a Conflict of Interest is declared. No member shall speak for longer than five minutes at one time, or more than twice on any motion, and once to any amendment. Members shall limit their speaking only to the motion before Council.

32a. Debate of a Motion

After a motion has been stated by the Chair, the Chair shall call for debate on the motion. No member shall speak to a motion until recognized by the Chair. The member who moved the motion shall be entitled to speak first. The member who moved the motion shall be entitled to speak again after all other members who wish to speak have had an opportunity to do so. A member shall speak only to the question under consideration. Debate shall continue until all members who are entitled to speak wish to speak, at which time the Chair shall call the question.

32b. Decision of a Motion

When debate on a motion has concluded, the Chair shall call for the vote. The Chair shall clearly state the motion before Council immediately prior to the vote. No further debate shall occur after the Chair has called the question.

A motion shall be decided by the affirmative vote of the number of members required under applicable legislation. The Chair shall announce the result of the vote. The Clerk shall record the motion and the result of the vote in the minutes. The minutes shall indicate whether the motion was carried or defeated.

33. Amendments

After a motion has been moved, seconded, and stated by the Chair, a member may move an amendment to the motion before a vote is taken. An amendment must be seconded before it may be debated or voted upon. An amendment must relate directly to the subject matter of the original motion and shall not introduce a new or unrelated matter.

An amendment may: add words to the motion; remove words from the motion; or replace words in the motion with other words. An amendment shall not substantially change the intent or purpose of the original motion.

When an amendment is proposed, the Chair shall state the amendment clearly before Council. Council shall debate and vote on the amendment before resuming debate on the original motion.

If the amendment is defeated, Council shall resume debate on the original motion as it was originally stated.

If the amendment is adopted, the original motion shall be considered amended, and Council shall resume debate and decision on the original motion as amended, in accordance with Section 32A and 32B.

34. Withdrawal of Motions

A member who has moved a motion may withdraw the motion at any time before the Chair has stated the motion to Council. Once the Chair has stated a motion, the motion may only be withdrawn with the consent of Council. A request to withdraw a motion shall be made by the member who moved the motion and shall not be subject to debate. Where consent of Council is required to withdraw a motion, the Chair shall ask whether there is any objection to the withdrawal. If there is no objection, the motion shall be considered withdrawn. If an objection is raised, the withdrawal shall require a vote of Council.

A motion that has been withdrawn shall not be recorded as a decision of Council but may be noted in the minutes as having been withdrawn.

35. Procedural Motions

Council may consider procedural motions necessary to manage debate, including motions to defer, refer, recess, or adjourn debate.

35a. Motion to Defer

A member may move to defer consideration of a matter to a specified future meeting or time. A motion to defer shall identify the meeting or time to which the matter is being deferred. A motion to defer shall be decided before Council resumes consideration of the main motion. Debate on a motion to defer shall be limited to the merits of deferring the matter and shall not extend to debate on the main motion. Where a motion to defer is adopted, the matter shall be placed on the agenda for the meeting or time specified in the motion and consideration of the main motion shall be suspended until the matter is returned to Council.

35b. Motion to Refer

A member may move that a matter before Council be referred to the Chief Administrative Officer, a committee, staff, board, commission, or other appropriate body for further consideration, investigation, or report. A motion to refer shall be decided before Council considers the main motion. Debate on a motion to refer shall be limited to the merits of the referral and shall not extend to the merits of the main motion. If a motion to refer is adopted, consideration of the main motion shall be suspended until the matter is returned to Council or otherwise disposed of.

35c. Motion to Recess

A member may move that Council recess for a specified period. A motion to recess may be made at any time during a meeting, except while another member is speaking, unless otherwise permitted by the Chair. A motion to recess is not debatable or amendable. A motion to recess shall state the proposed duration of the recess or the time at which Council is to reconvene. Upon approval of a motion to recess, the Chair shall declare the meeting recessed. The meeting shall resume at the time specified in the motion to recess.

35d. Motion to Adjourn

A motion to adjourn shall be put immediately to a vote by the Chair. The motion shall not be debated or amended. If the motion is carried, the Chair shall declare the meeting adjourned. If the motion is defeated, Council shall continue with the business before it.

The Chair shall not declare a meeting adjourned until Council has adopted a motion to adjourn, except

where the meeting is required to adjourn at a time established by this By-law.

36. Notice of Motion
A Council Member may give notice of a motion for consideration at a future meeting in accordance with Part 6 of this By-law. A member intending to introduce a substantive motion at a future meeting may provide notice of the motion to the Deputy Clerk. Notice of Motion shall be provided in writing and shall include the proposed wording of the motion. The Deputy Clerk shall include the Notice of Motion on the agenda for the meeting at which it is to be considered, in accordance with the requirements of this By-law. A Notice of Motion shall not be debated or voted upon at the meeting at which notice is given. A Notice of Motion shall identify, to the extent reasonably possible, the matter to be considered and the action proposed by the member.

37. Motion of Reconsideration
Council may reconsider a previous decision only in accordance with legislation and the procedures established by Council. A motion to reconsider a previous decision of Council may be made only at the same meeting at which the decision was made or at the next regular meeting, unless otherwise permitted by applicable legislation. A motion to reconsider shall be moved by a member who voted with the prevailing side on the original motion. A motion to reconsider shall require the same voting threshold as the original motion unless a different threshold is required by applicable legislation or this By-law. A motion to reconsider shall not be used to reconsider a matter where Council has already acted upon the decision in a manner that makes reconsideration impracticable or where reconsideration is prohibited by legislation.

If a motion to reconsider is adopted, the original matter shall be placed before Council for reconsideration. Adoption of a motion to reconsider does not itself change or reverse the original decision of Council. The original decision remains in effect until Council makes a subsequent decision on the matter.

38. Motion to Rescind
Council may, by resolution, rescind a previous resolution or decision of Council where permitted by applicable legislation. A motion to rescind shall identify the resolution or decision that Council is being asked to rescind and shall state the effect of the proposed rescission. A motion to rescind shall be subject to the same notice requirements applicable to a Notice of Motion, unless otherwise provided by this By-law or applicable legislation.

The rescission of a previous resolution shall not invalidate any action lawfully taken pursuant to that resolution before it was rescinded. A resolution shall not be rescinded where doing so would be contrary to applicable legislation, a contractual obligation, a legal obligation, or an action that Council no longer has the authority to reverse.

If Council makes a decision on a motion to rescind, no other motion to rescind related to the original motion or the motion to rescind can be made for six months from the date of the decision of Council, except with the unanimous consent from all Council members.

PART 10 - VOTING

39. Voting
Each Council Member present shall vote unless prohibited by law. Voting shall normally be by show of hands, voice vote, recorded vote, or electronic means approved by the Town. The minutes will record the result of the vote.

40. Recorded Votes
A recorded vote shall be taken when required by law or requested by a Council Member before or immediately after the vote. When a recorded vote is taken, the minutes shall record how each Council Member voted.

41. Result of Vote
A motion passes when it receives the number of votes required by law. In the event of a tie vote, the motion is defeated unless legislation provides otherwise.

PART 11 - CONFLICT OF INTEREST

42. Conflict of Interest
A member who has a direct or indirect pecuniary interest in any matter before Council shall comply with the Municipal Conflict of Interest Act and shall:

a) disclose the existence of the conflict and the general nature thereof at the meeting at which the matter is considered;
b) refrain from participating in any discussion or voting on the matter;
c) refrain from attempting, before, during, or after the meeting, to influence Council's decision on the matter; and
d) withdraw from the meeting area for the duration of the consideration of the matter, or, where the meeting is open to the public, remain in the portion of the room designated for the public, as permitted by the Municipal Conflict of Interest Act.

The Deputy Clerk shall record in the minutes the member's declaration of conflict, the general nature of the conflict, and, where practicable, the member's withdrawal from and return to the meeting.

A member who becomes aware of a conflict of interest during consideration of a matter shall immediately disclose the conflict and comply with this section and the Municipal Conflict of Interest Act.

Each member is responsible for determining whether a conflict of interest exists and shall seek independent legal advice where the member is uncertain.

PART 12 - CLOSED MEETINGS

43. Open Meeting Principle
Council recognizes that meetings should be open to the public whenever possible. Closed meetings shall only be held when authorized by legislation and when confidentiality is required. Discussions in closed session shall be limited to matters permitted by law and identified in the motion to enter closed session.

44. Authority to Meet in Closed Session
Council may meet in closed session only for purposes authorized under the Municipal Government Act or other applicable legislation. Matters that may be considered in closed session include, subject to the Act:

a) acquisition, sale, lease and security of municipal property;
b) setting a minimum price to be accepted by the municipality at a tax sale;
c) personnel matters;
d) labour relations;
e) contract negotiations;
f) litigation or potential litigation;
g) legal advice eligible for solicitor-client privilege;

h) public security.

Where this list and the Act differ, the Act shall prevail. Council shall not discuss matters in closed session that are required by law to be considered in public.

45. Motion to Enter Closed Session
Before entering a closed session, Council shall pass a resolution in public session. The resolution shall state the general nature of the matter, the legislative authority permitting the closed session, and whether Council intends to return to open session following the closed session. The description shall provide enough information for the public to understand the reason for confidentiality while protecting the confidential matter.

46. Attendance at Closed Sessions
Attendance at a closed session shall be limited to Council Members, the CAO, the Clerk, municipal staff whose attendance is required, and advisors, consultants, legal counsel, or guests authorized by Council. The Chair may direct individuals to leave when their attendance is no longer required. All persons attending shall maintain confidentiality.

47. Conduct of Closed Sessions
Discussion during a closed session shall be restricted to matters identified in the motion authorizing the closed session. No additional business shall be introduced unless Council first returns to open session and adopts a new motion authorizing consideration of that matter in closed session. Confidential information obtained during a closed session shall not be disclosed except as required by law or authorized by Council.

48. Decision-Making in Closed Session
Council shall not make decisions in closed session unless expressly permitted by legislation. Direction to staff or legal counsel may be provided in closed session where permitted by law. Any decision that must be made in public shall be made after Council returns to open session. Where practical and lawful, Council shall report publicly on actions arising from a closed session.

49. Minutes of Closed Sessions
The Deputy Clerk shall prepare confidential minutes of every closed session. Closed session minutes shall record:

a) the date and time of the meeting;
b) Council Members and staff present;
c) the legislative authority for the closed session;
d) the general subject matter discussed;
e) procedural motions; and
f) any direction provided to staff or legal counsel.

Closed session minutes shall not record confidential advice, privileged information, or details that would compromise the purpose of the closed session. Closed session minutes shall be approved at the next closed session meeting of Council. Closed session minutes shall be securely maintained in accordance with the Town's records management policies and applicable legislation.

Public record must be maintained and shall record that Council met in closed session, the time and date of the meeting, and the type of matter that was discussed.

50. Confidentiality
Council Members shall maintain confidentiality regarding all information received during a closed session unless the information is later made public by Council, disclosure is required by law, or Council authorizes release. The obligation to maintain confidentiality continues after a Council Member leaves office. Unauthorized disclosure may constitute a breach of the Town's Code of Conduct By-law or other applicable processes.

51. Returning to Open Session
Upon completion of the closed session, Council shall reconvene in public session unless otherwise determined in accordance with this By-law (Section 44) or permitted by law. The Chair shall report publicly that the closed session has concluded and may report any information, direction, or decisions that may lawfully be disclosed.

52. Education, Training and Strategic Sessions
Council may participate in educational, training, strategic planning, governance, or orientation sessions where permitted by legislation. No Council decision shall be made during such sessions unless the meeting has been properly called and the decision is made in accordance with this by-law and applicable legislation. Notice of these meetings to the public and to Council must be in accordance with the Act.

53. Annual Record of Closed Sessions
The Deputy Clerk shall maintain a record of all closed sessions held during each calendar year. Council may include the number and general categories of closed sessions in an annual governance or accountability report.

PART 13 - MINUTES, RECORDS AND RECORDINGS

54. Minutes
The Deputy Clerk shall prepare minutes of every Council meeting. The minutes shall provide an accurate and impartial record of the proceedings and decisions of Council and shall include, as applicable:

a) the date, time and location of the meeting;
b) the type of meeting;
c) the members present and absent;
d) the name of the member presiding;
e) declarations of conflict of interest;
f) the adoption of the agenda;
g) the adoption of previous minutes;
h) delegations and presentations;
i) motions and resolutions considered by Council;
j) the result of each vote;
k) recorded votes, where applicable;
l) by-laws considered or adopted;
m) directions given by Council;
n) the time Council entered and returned from a closed session, together with the authority for the closed session, where applicable; and
o) the time of adjournment.

Approved minutes are the official record of Council proceedings.
Minutes shall not be a verbatim or substantially verbatim record of the proceedings or debate of Council.

Minutes shall record the decisions and actions of Council and shall not ordinarily record individual comments, opinions, arguments, or statements made during debate.
The Deputy Clerk may include a concise summary of discussion where necessary to provide context for a decision or direction of Council.
Where the wording of a motion is clarified during a meeting, the Deputy Clerk shall record the motion as stated by the Chair immediately prior to the vote.

54a. Approval of Minutes
Minutes shall be presented to Council for approval at a subsequent meeting. The minutes shall not be altered after approval except to correct a clerical, typographical, or other administrative error that does not change the substance of the proceedings or a decision of Council. Any substantive correction to approved minutes shall require approval by Council.

55. Recordings
The Town may audio or video record meetings for administrative, public information, accessibility, or archival purposes. Recordings are not the official record of Council. Retention and disposal of recordings shall comply with the Town's records management policies and applicable legislation.

56. Access to Records
Meeting records shall be made available in accordance with legislation, Town policies, and lawful confidentiality requirements.

PART 14 - ACCESSIBILITY, INCLUSION AND RESPECTFUL CONDUCT

57. Accessibility
The Town shall strive to make Council meetings accessible to the public. Reasonable accommodations shall be provided where practical and appropriate. Meeting materials should be prepared and shared in formats that support accessibility whenever possible.

58. Respectful Conduct
Council Members, staff, presenters, delegations, and members of the public shall conduct themselves respectfully. Harassment, discrimination, intimidation, threats, and disruptive behaviour shall not be tolerated.

59. Removal for Disruption
The Chair may require a person to leave a meeting if the person disrupts the meeting, refuses to follow the Chair's direction, uses threatening or abusive language, or otherwise prevents Council from conducting business.

PART 15 - SUSPENSION, INTERPRETATION AND PROCEDURE

60. Suspension of Rules
Council may suspend a procedural provision of this by-law by a two-thirds vote of members present unless the suspension would conflict with legislation. A suspension applies only to the matter under consideration.

61. Matters Not Covered
Where this by-law does not provide guidance, Council may decide the matter by resolution. Council may refer to recognized parliamentary authorities for guidance, provided they do not conflict with legislation or this by-law.

62. Interpretation
This by-law shall be interpreted in a manner that supports open, accountable, inclusive, and effective municipal governance.

PART 16 - REPEAL AND EFFECTIVE DATE

63. Repeal
Upon coming into force, this by-law repeals Council Meetings By-law 2001-09 and all amendments thereto and in-camera sessions of Council and its Committee Boards, Policy P100-011.

64. Effective Date
This by-law comes into force upon adoption by Council.

READINGS AND ADOPTION

First Reading:	September 14, 2026
Notice Published:	September 15, 2026
Second Reading:	October 5, 2026
Date of Publication:	October 22, 2026
Date Sent to Minister:	October 22, 2026

Mayor: _____

Clerk: _____