

Policy: **Chapter 09**

Coverage: **Town of Trenton**

Council Approval: 2006 / 02 / 14
Y M D

Effective Date: 2006 / 02 / 14
Y M D

Supersedes Date: 2000 / 11 / 23
Y M D

COUNCIL MEETINGS POLICY

Scope

The purpose of this policy is to provide a procedure for Council meetings and is adopted under authority of Section 23 (1)(a) and (b) of the Municipal Government Act.

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the applicable municipal legislation.
2. In this Policy, unless the context otherwise requires:
 - (1) "Business day(s)" means a day when the Town's office is open for business;
 - (2) "Chair" means the presiding officer;
 - (3) "Council" means the Council of the Town;
 - (4) "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
 - (5) "Majority" means more than one half of those present, unless the context indicates otherwise.

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to Section 4, regular meetings of Council shall be held:
 - (1) at the Town Council Chambers, Trenton Civic Building, 120 Main Street, Trenton NS;
 - (2) on the second Tuesday of each month except that there shall be no regular meeting during the months of July and August;
 - (3) commencing at 7:00 PM
4. Regular meetings of Council may be rescheduled, relocated or cancelled:
 - (1) by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the rescheduled, relocated or cancelled meeting;
 - (2) by the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
5. Additional or special meetings of Council may be convened:
 - (1) by resolution or consensus, including a contingent resolution or consensus, of Council at a previous meeting three or more days in advance of the additional or special meeting;

(2) by the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.

6. Specific notice to Council Members and to the public need not be provided of:

- (1) meetings held pursuant to Section 3; or
- (2) meetings held pursuant to Subsection (1) of Section 4 or 5;

but, subject to any statutory relaxation of notice requirements, three days notice shall be specifically provided for other meetings to Council Members in the manner described in Section 7 and to the public in the manner described in Section 9.

7. Subject to Section 6, notice of meeting shall be provided verbally, by telephone or telephone answering machine, or in writing to each Council Member.

8. Within 30 days following the first meeting of Council after a municipal election, each elected Council Member shall provide to the Chief Administrative Officer:

- (1) a telephone number at which the Council Member has, and will maintain, access to a telephone answering service which the Council Member will check at least once per day; or
- (2) an electronic mail address at which the Council Member has, and will maintain, access to electronic mail, and which the Council Member will check at least once per day;

failing which the Council Member shall be responsible for checking at least once per business day a mailbox assigned to the Council Member and marked with the Council Member's name located at the Town Office and shall be deemed to have chosen this method of notification. The Council Member shall be deemed to have received any notice within one business day of its being sent or left by the method of the Council Member's choice pursuant to this section.

9. Subject to Section 6, notice of meetings shall be provided to the public by posting on the Public Bulletin Board in the lobby of the Town Office a "Notice of Council Meeting" containing the time, date, and place of meeting.

10. Public notice of a "Closed" meeting of the Council or Committee shall also be given by posting a notice on the bulletin board in the Town Office, except where the decision to go into a closed meeting is made by the Council or Committee in open session.

11. Public notice of all Council and Committee meetings shall be given by posting the annual "Schedule of Meetings" on the public bulletin board in the lobby of the Town Office.

CAO's Annotation For Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days): January 9, 2006

Date of Passage of Current Policy: February 14, 2006

I certify that this Policy was adopted by Council as indicated above.

D. Kampen February 15, 2006
Chief Administrative Officer Date