

**RULES OF PROCEDURE
TOWN OF IRISHTOWN-SUMMERSIDE**

Rules of Procedure for the Conduct of Meetings

Pursuant to the authority conferred by and in compliance with the Municipalities Act, 1999, Chapter M-24, Article 24C, a Town Council shall adopt rules of procedure for its meetings; therefore, the Council of the Town of Irishtown-Summerside has adopted the following amended regulations on the 21st day of February, 2024.

**Regular Meetings
of Council**

Regular meetings of Council shall be held on a bi-weekly basis. The meeting shall be held on Wednesday at 7:00 p.m. in the Council Chambers of the Town Hall, unless council, by resolution, directs otherwise. Attendance of staff at meetings shall be determined by Council.

**Special Meetings
of Council**

Special meetings of council may be called by either the Mayor or any (2) two Councillors by giving written notice to the Clerk or designate.
to the clerk.

Notice

Notice for all meetings of council shall be by way of the Agenda, shall be made available to all members of Council by at least Forty-eight (48) hours prior to each meeting. Notice shall be deemed to have been given if it is sent by Council email, delivered by hand to a councilor or left at his/her place of residence. The failure of any councilor to have received notice shall not invalidate a meeting of council.

**Meeting on a
Legal Holiday**

When the day fixed for a meeting of council falls on a legal holiday, the said meeting shall be held on the next day following that is not a legal holiday.

Presiding Officer

In accordance with Section 22 of the Municipalities Act, the mayor shall preside at all meetings of council. In his absence, the deputy mayor shall preside. In the absence of both the mayor and deputy mayor, the clerk shall take the chair, call the members to order, and if a quorum is present, a chairman shall be appointed from the councilors present. Such chairman shall preside during the meeting or until the arrival of the mayor or deputy mayor.

Delegations

To ensure Council meetings are run efficiently and effectively it is necessary that agendas for Council Meetings are circulated in a timely fashion. To facilitate the distribution of agendas and Council Meetings it is necessary to set deadlines for receipt and circulation of agenda items. This is particularly important to help Council and staff prepare for meetings.
The request for a meeting shall be brought before Council for review and consideration by written submission before 4:00 pm on the Wednesday prior to the Council meeting so that the

information can be included in the Council package. Individuals/Groups requesting to meet with Council must submit a letter in writing clearly outlining the purpose of the meeting. All correspondence to be presented to Council must accompany this submission.

There will be a maximum of 3 delegations per meeting and each delegate will be limited to 15 minutes (10 minutes for presentation and 5 minutes for questions and answers).

There will be no debate or decision made in the presence of delegates. The Chair may request further information or clarification. Delegates will receive written correspondence from the Town Clerk indicating Councils final decision.

Order and Decorum

The Presiding Officer at any meeting shall preserve order during debate and maintain decorum at all times.

When a Councillor, or other person at any type of Council Meeting, is guilty of unacceptable conduct, uses or unparliamentarily behavior, or uses insulting or improper language to the presiding officer of any member or willfully obstructs the conduct of business, the Councillor/person may be named by the Presiding Officer and warned to desist. Such warning shall be recorded in the Minutes.

If the offence warrants, the offending Councillor/person may be requested to leave the Council Chambers or the place where the meeting is held by the Presiding Officer, by majority vote of Councillors at the Meeting in progress, and should the Councillor /person refuse to leave the Council Chambers or the place where the meeting is held, the Presiding Officer may request the assistance of law enforcement to enforce the order to leave.

Disorderly Persons

The Presiding Officer may expel and exclude from a meeting any Councillor/person who is guilty of improper conduct at the meeting. In the case of the exclusion of a Councillor, an entry shall be made in the Minutes of the reason for such exclusion.

Any Councillor expelled from a meeting may be permitted, by majority vote of Councillors at the Meeting in progress, to resume his/her place after making an apology to the Presiding Officer and to any member or members insulted by such.

Use of Cell Phones

The use of cell phones for making or receiving voice calls during the conduct of all public meetings is prohibited. The use of cell phones or other electronic devices for functions (ie. Email, texting, internet searches, etc.) is prohibited unless otherwise permitted prior to use by Council for unforeseen/special

circumstances but must not interfere with the conduct of the meeting and that the device is switched to silent mode.

Any recording by any device is strictly prohibited unless otherwise permitted prior to use by Council for unforeseen/special circumstances but must not interfere with the conduct of the meeting and that the device is switched to silent mode. All persons in attendance must be aware of the use of any recording device.

Presiding Officer

The Mayor shall preside in person at all Public Meetings of Council. In the absence of the Mayor the Deputy Mayor shall preside. In the absence of both the Mayor and the Deputy Mayor, and if a quorum is present, the other Councillors shall appoint a temporary chairperson who has and may exercise the powers and carry out the duties of the Mayor or until the arrival of the Mayor or Deputy Mayor.

Quorum

In accordance with section 211 of the Municipalities Act, a Quorum shall consist of a majority of councilors in office.

If no Quorum

If a quorum is not present within fifteen (15) minutes after the time fixed for a meeting, the Clerk or designate, as appropriate, shall record the Councillors present and the meeting shall stand adjourned until the next meeting or to such date as Council may decide.

Attendance

In addition to the Mayor and Councilors and Town Clerk (or designate), the Town Manager (or designate) shall attend all meetings of council.

Other staff shall attend meetings of Council when requested to do so by Council or the Clerk.

Department heads and other employees of Council shall attend when requested to do so by Council or the Town Manager or Town Clerk.

Section 24 and 51 of the Municipalities Act, 1999, has been amended to authorize the following: "...council shall allow a councilor to participate in a meeting by electronic means where the electronic means enables the councilor to listen to the proceeding and to be heard".

A councilor participating by electronic means is considered to be in attendance at the meeting. Furthermore, the ability to remotely attend by electronic means applies to public, privileged and special meetings. The ability to attend meetings remotely is only applicable for councilors. Any councilor wishing to participate remotely must notify the clerk three days before the meeting. Remote meeting attendance shall only

occur when in-person attendance is either impossible or impractical. Any resolution that requires a 2/3 vote, in-person attendance is required. The chair must always attend in-person. The maximum number of remote meeting attendance for a councilor in a given year shall not exceed 50% of regularly scheduled meetings, however, council may decide as a whole to continue to allow the councilor to attend remotely at their discretion. There shall only be one councilor per meeting remotely attending. If communication is lost, a 10-minute recess will be called to try and re-establish the link. If the link cannot be re-established after the recess, the electronic participant is deemed to have left the meeting. If this means there is no longer a quorum for councilors in attendance, then the meeting is adjourned.

Meetings Open to the Public

In accordance with section 213 of the Municipalities Act, meeting of Council shall be open to the public unless it is held as a Privileged Meeting or declared by vote of the Councillors present at the meeting to be a Privileged Meeting.

Where a meeting is held as a Privileged Meeting or declared to be a Privileged Meeting, all members of the public present at the meeting shall leave.

A decision of the Councillors made at a privileged meeting shall not be valid until that decision has been ratified by a vote of the Councillors at a Public Meeting.

The Public After Session

Residents are permitted to request permission to address Council on matters of their concern and which are deemed to be of public concern.

The Presiding Officer shall ensure the public follow these Guidelines:

1. Address issues, not persons
2. Avoid confrontation or argument
3. Respect others wanting to speak and keep comments short with a five (5) minute time limit
4. Any item deferred in the Council Meeting cannot be discussed

The Presiding Officer, or designate, will try to respond to the questions and concerns raised but will defer answers that require confirmation from a Department Head. A note will be made by the Town Clerk of each comment or question not responded to at the Meeting and will follow up with the person.

Minutes

Minutes of all Public Meetings of Council shall be recorded by the Town Clerk or designate as appropriate.

Such minutes shall contain:

- All those in attendance at the Meeting
- All motions and resolutions coming before Council, including the names of the movers and seconders
- The names of all Councillors voting against or abstaining from voting on the motions
- A brief description of comments, reports, petitions, presentations or documents submitted to Council for the purpose of providing the reader of the Minutes with an understanding of the decisions of Council and not for the purposes of recording lengthy descriptions of what was said or presented and by whom
- Reports accepted by Council may be attached to Minutes

Minutes should reflect what was done in the meeting, not what individual Councillors or staff said.

Correction of Minutes

If any member of council objects to any portion of the minutes of the preceding meeting, that member shall state the grounds of objection, and if Council agrees, the motion adopting the Minutes shall contain the necessary corrections.

Agenda

Prior to each regular meeting of Council, the clerk or designate shall prepare an agenda of all business to be brought before the Public Meeting, and the Agenda shall be distributed to Council by the Clerk or designate on the Friday prior to meeting as indicated in Rule 3, the agenda is to be distributed to councilors forty-eight hours prior to council meetings.

Any member of Council, up until noon of the Friday prior to the Council Meeting, may submit to the Town Clerk an item for inclusion on the agenda.

The format of the agenda shall be as follows:

- a. Calling the meeting to order
- b. Adoption of Agenda
- c. Adoption of Minutes
- d. Business arising from minutes
- e. Delegations
- f. Committee Reports
- g. Correspondence
- h. Finances
- i. Unfinished Business
- j. New Business
- k. Deferred
- l. Adjournment