

**PROCEDURE FOR PUBLIC MEETINGS –  
PLANNING APPLICATIONS:**

**Presentation:**

1. Applicant summarizes proposal.
2. Staff member presents report.
3. Public/Council may ask questions or make comments on the proposal.

**Reply:**

4. Applicant/staff respond to questions raised by the public.
5. Council may ask questions of staff, the applicant and/or the public.
6. Public has a second opportunity to make further submissions to present new information, to clarify an issue, or to ask questions.

**Council Debate:**

7. The merits of the proposal are debated by Council.

**Recommendations:**

8. Council decides to Adopt, Amend, Refuse or Defer the application with or without conditions.

**FOUR GENERAL TYPES OF MOTIONS:**

1. **Main Motions** introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.  
*i.e.: "I move that we purchase..."*
2. **Subsidiary Motions** change or affect how the main motion is handled. (They are voted on before the main motion)  
*i.e.: "I move the question before the assembly be amended by striking out..."*
3. **Privileged Motions** are most urgent. They concern special or important matters not related to pending business.  
*i.e.: "I move we adjourn"*
4. **Incidental Motions** are questions of procedure that arise out of other motions. They must be considered before the other motion.  
*i.e.: "I move to suspend the rules for the purpose of..."*

**EXCEPTS FROM THE PROCEDURAL BY-LAW**

**Rules of Procedure:** To suspend the rules of procedure requires the consent of not less than two-third of the Members present.

**Delegation:** A person shall not speak for longer than five minutes except a delegation of three or more persons may have more than one speaker but may speak no longer than ten minutes in total.

**In Camera Meeting:** Before a meeting is closed to the public, the Members shall state by resolution the general nature of the matter to be considered.

**Notices of Motion:** a motion presented at a meeting which is not printed in the agenda is to be dealt with as a notice of motion.

**Agenda Items:** All items for the agenda are to be in the hands of the Town Clerk not later than 4:30 p.m. on the Wednesday preceding the meeting.

**Point of Order:** May be called by a member to bring attention to any breach of Rules of Procedure or any other informality or irregularity in the proceedings.

**Debate:**

1. No member shall speak more than twice or for longer than ten minutes to the same question except in reply.
2. No debate is permitted on Committee of the Whole recommendations unless based upon the introduction of new information
  - An amendment is made
  - Motion to table, refer or defer
3. Motion to table is debatable, not amendable and may be reconsidered.
4. Motion to refer is debatable and may be amended.
5. Motion to defer is debatable as to advisability postponement, and amendable as to time and date.

**Reconsideration:** Council may not reconsider or rescind a motion for a period of six months, unless a member gives notice of motion to reconsider or rescind under the Other Business section of the meeting and may relate to resolution/by-law enacted during that meeting or at a prior meeting.