

VILLAGE OF PORT CLEMENTS

BYLAW NO. 312

A BYLAW TO ENACT PROCEDURES FOR THE MEETINGS OF COUNCIL AND COMMITTEES IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT

**WHEREAS** under its statutory powers in Part 5.2 section 235 (1) and including section 257 to 259 of the *Municipal Act*, Council must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,  
(a) establish the procedure to be followed for the conduct of council and committee meetings;  
(b) establish the time and place of regular meetings; and  
(c) require advance public notice respecting the time, place and date of council and committee meetings and establish procedures for giving that notice.

**NOW THEREFORE**, the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the "Procedure Bylaw No. 312, 2001."
2. (1) The Procedure Bylaw No. 200, Procedure Amendment Bylaw No. 245, and Procedure Amendment Bylaw No. 302 are hereby repealed.  
(2) in this Bylaw, "committee" means  
(a) standing and select committees of Council and  
(b) any other committee composed solely of Council members acting in that capacity, including Committee of the Whole.  
(3) "Notice Board" means the notice board at the Village Office.  
(4) "Primary Committee" means the following committees of council:  
(a) Committee of the Whole; and  
(b) "Secondary Committee" means a committee of council which is not a Primary Committee.

**ACTING MAYOR**

3. (1) The Council may at the statutory meeting of Council, and from time to time appoint one of its members to be Acting-Mayor, and such Acting-Mayor has, during the absence or illness or other disability of the Mayor, all the powers and is subject to the same rules as the Mayor.  
(2) In the event that the office of Mayor becomes vacant, the Acting-Mayor shall continue in the office until such time as another Mayor shall have been elected or appointed

**NOTICE OF REGULAR COUNCIL MEETINGS**

4. (1) After the first council meeting following a general local election, all regular meetings must be held in the Village Office Council Chambers, starting at 7:30 p.m.  
(a) on the first and third Monday of every month that is not a holiday; and  
(b) on the next regular business day following a Monday that is a holiday.  
(2) At least 24 hours before regular Council meetings the Chief Administrator must give advance public notice of the time, place and date of those meetings by:  
(a) posting the agenda at the public Notice Board;

- (b) delivering copies of the agenda to each of the members of Council at their mailboxes at the Village Office; and
- (c) leaving copies of the agenda at a public counter at the Village Office for the purpose of making them available to members of the public.

(3) Subsection (2) does not apply to a Committee of the Whole meeting that is held during a Council meeting for which public notice has been given under subsection (2) or section 5.

#### **NOTICE OF SPECIAL COUNCIL MEETINGS**

- 5. (1) A special meeting of the Council, being a meeting other than a statutory, regular or adjourned meeting, may be called by the Council, at a meeting of Council, or at any time by the Mayor, or upon the request, in writing, of two or more members of the Council.
- (2) The Mayor must call a special meeting requested in writing by two members of Council no later than twenty-four hours after the Mayor receives the request, and the meeting must be held within seven days after the Mayor receives the request.
- (3) If the Mayor, within twenty-four hours after receiving the written request mentioned in sub-section (1), refuses or neglects to call the special meeting, or if the Mayor is absent, then two or more members of Council may call a special meeting.
- (4) Except where notice of a special meeting is waived by a unanimous vote of all council members under section 223(3) of the *Local Government Act*, at least 24 hours before a special meeting of Council, the Chief administrator must:
  - (a) give notice of the time, place and date of the special meeting by posting a copy of the notice at the regular place of meeting of the Council and by leaving one copy of the notice for each member of Council at the place directed by Council;
  - (b) give advance public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board; and
  - (c) give notice of the special meeting in accordance with section 223 of the *Local Government Act*.
- (5) Where a special meeting is called and where notice may be waived by a unanimous vote under section 223(3) of the *Local Government Act*, the Chief Administrator shall use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting on the notice board at the Village Office.

#### **NOTICE OF COMMITTEE MEETINGS**

- 6. (1) At least 72 hours before a regular meeting of a Primary Committee, the Chief Administrator must give public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.
- (2) At least 24 hours before a regular meeting of a Primary Committee, the Chief Administrator must give further notice of the meeting by:
  - (a) posting a copy of the agenda on the Notice Board; and
  - (b) leaving copies of the agenda at the reception counter at the Village Office for the purpose of making them available to members of the public;
- (3) At least 24 hours before a regular meeting of a Primary Committee, the Chief Administrator must deliver a copy of the agenda to each member of the committee at the place to which the committee member has directed notices to be sent;
- (4) At least 24 hours before:

- (a) a special meeting of a Primary Committee; or
  - (b) a meeting of a Secondary Committee;
- the Chief Administrator must give advance public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.

#### **ATTENDANCE OF PUBLIC MEETINGS**

7. (1) The regular and special meetings of Council shall be open to the public but a person may be excluded for improper conduct.
- (2) Subject to sections 242.2 and 242.5 of the *Local Government Act*, all Council meetings must be open to the public.
- (3) A part of a Council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Village, or another position appointed by the Village;
  - (b) personal information about an identifiable individual who is being considered for a Village award or honour, or who has offered to provide a gift to the Village on condition of anonymity;
  - (c) labour relations or employee negotiations;
  - (d) the security of property of the Village;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the Village;
  - (f) law enforcement, if the Council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an Act, regulation or bylaw;
  - (g) consideration of whether paragraph (e) or (f) applies in relation to a matter;
  - (h) litigation or potential litigation affecting the Village;
  - (i) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (j) information that is prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) a matter that, under another enactment, is such that the public may be excluded from the meeting;
  - (l) a matter prescribed by regulation under section 242.8 of the *Local Government Act*.
- (4) A part of a Council or committee meeting must be closed to the public if the subject matter relates to one or more of the following:
- (a) a request under the *Freedom of Information and Protection of Privacy Act* if the Council is designated as "head of the local public body" for the purposes of that Act in relation to the matter;
  - (b) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (5) If the only subject being considered at a Council or committee meeting is one or more matters referred to in subsection (3) or (4), the applicable subsection applies to the entire meeting.

- (6) Before a meeting or part of a meeting is closed to the public, the Council or committee must state, by resolution;
  - (a) the fact that the meeting is to be closed; and
  - (b) the basis under section (3) or (4) on which the meeting is to be closed.
- (7) The Council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.
- (8) This section applies to meetings of the following bodies:
  - (a) a body that under an Act may exercise the powers of the Village or the Council;
  - (b) the board of variance;
  - (c) a court of revision;
  - (d) an advisory committee, or other advisory body, established by Council under an Act;
  - (e) a body that is prescribed by regulation under the *Local Government Act*.
- 8. Each Council member shall be seated at the Council table with other seats at the council table available for a maximum of two spokespersons for a delegation. Additional separate seating shall be available for the Chief Administrator and Deputy Clerk and for two accredited members of the press. Further seating shall be available for members of the public

#### **MINUTES**

- 9. (1) The minutes of the proceedings of all meetings of the Council shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Administrator or the Deputy Clerk, and shall be signed by the Mayor, or other member presiding at such meeting or at the next meeting at which they are adopted and, with the exception of the minutes of a special meeting from which persons were excluded under section 7, the said minutes shall be open for the inspection of any person, who may make copies thereof and extracts therefrom at all reasonable times on payment each time of a fee as set from time to time by Council.
- (2) Minutes of committees, a court of revision, and other administrative bodies:
  - (a) must be legibly recorded;
  - (b) must be signed by the member presiding at the meeting;
  - (c) must be open for public inspection and obtaining of copies in accordance with subsection (1).
  - (3) Minutes shall record motions, resolutions, adoptions, appointments, and instructions made or given on behalf of the Village.

#### **OPENING PROCEDURES**

- 10. As soon after the hour of meeting as there shall be a quorum present the mayor or Chairperson shall take the chair and call the meeting to order.
- 11. In case the Mayor or Chairperson does not attend within 15 minutes after the time appointed for the meeting, the Acting Mayor or Acting Chairperson shall take the chair and call the members to order, or if the Acting Mayor or Acting Chairperson is absent, the Administrator or Deputy Clerk shall call the members to order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor or Chairperson. Such person appointed as Acting Mayor or Acting Chairperson has all the powers and is subject to the same rules as the Mayor or Chairperson.

12. Should there be no quorum present within 30 minutes after the time appointed for the meeting, the Administrator or secretary shall record in the Minute Book the names of the members present at the expiration of such 30 minutes and the meeting shall stand adjourned until the next day of meeting.

13. Immediately after the Mayor or Chairperson has taken the Chair, a motion for approval of the Agenda shall be called. Any amendment to the Agenda must be approved by two thirds of the members present otherwise business shall proceed as outline in the Agenda. If the minutes are not distributed within twenty-four hours prior to the meeting, they shall be read by the Administrator or a member of the Council.

#### **AGENDA**

14. Unless the Mayor, Chairperson, or two-thirds of the members present otherwise directs, the business at all regular meetings of the Council shall be proceeded with in the following order:

- 1<sup>st</sup> Adopt Agenda
- 2<sup>nd</sup> Petitions, Delegations, and opening of sealed tenders
- 3<sup>rd</sup> Minutes
- 4<sup>th</sup> Business Arising from minutes and unfinished business
- 5<sup>th</sup> Original Correspondence
- 6<sup>th</sup> Government (Bylaws and Statutory Requirements)
- 7<sup>th</sup> New Business
- 8<sup>th</sup> Any Other Business
- 9<sup>th</sup> Reports / Discussions
- 10<sup>th</sup> Questions from the Press

15. The Administrator shall prepare an Agenda before every regular meeting of the Council and shall circulate a copy to each member of Council at least twenty-four hours before the meeting.

16. When any Order, Resolution, or Question is lost by reason of the Council or any Committee thereof breaking up for want of a quorum, the Order, Resolution or Question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular head.

#### **ADJOURNMENT**

17. The Council or Committee shall always adjourn at the hour of ten-thirty P.M. if in session at that hour, unless otherwise determined by a two-thirds vote of the members present.

#### **RULES OF CONDUCT AND DEBATE**

18. Members shall address themselves to the Chair before speaking to any question or motion, after being recognized by the Chair.

19. Members shall address the Chair as "Mr. Mayor" or "Madam Mayor" and shall refer to each other as Councillor \_\_\_\_\_. Members of Committees shall address the Chair as "Mr. Chairman" or "Madam Chairwoman" and shall refer to each other as Mr. \_\_\_\_\_, Ms. \_\_\_\_\_, or Mrs. \_\_\_\_\_.

20. No member shall speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or persons administering the Government of Canada or of this Province; nor shall a member use offensive words in or against the Council or against any member thereof; nor shall a member speak beside the Question in debate, and no member shall reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded, nor shall a member resist the rules of the Council or disobey the decision of the Mayor or of the Council on questions of order or practice, or upon the interpretation of the rules of the Council, and in any case any member who shall so resist or disobey, may be ordered by the Council to leave the member's seat for that meeting, and in case of the member refusing to do so the member may, on order of the Mayor, be removed therefrom by an officer of the law; but in case of apology being made by the member, the member may by vote of the Council be permitted to forth-with re-take the member's seat.

21. A member may not speak more than once to the same question without leave of the Council, except in explanation of a material part of his or her speech which may have been misconceived, and in doing so the member may not introduce new matter. A reply shall be allowed to a member who has made a substantive motion to Council, but not to a member who has moved an amendment.

22. After a question is finally put by the Mayor or member presiding, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or member presiding as to whether the question has been finally put shall be conclusive.

23. If the member presiding desires to temporarily leave the Chair, the member presiding shall call on a member to take the member presiding's place until the member presiding resumes the Chair.

#### **POINTS OF ORDER**

24. The member presiding at the meeting, shall preserve order and decide all points of order which may arise, but subject to an appeal to the other members then present.

25. (1) If an appeal be taken by a member from the decision of the Chair, the question shall be immediately put by that member, and decided without debate: "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members present, voting for or against the question "Shall the Chair be sustained?" shall be recorded in the minutes, and in the event of the votes being equal, the question shall pass in the affirmative.

(2) If the Chair refuses to put the question "Shall the Chair be sustained?" the members shall forthwith appoint one of its number to preside temporarily in lieu of such Chair, and the member so temporarily appointed shall proceed in accordance with sub-section (1) is as effectual and binding as if carried under the presidency of the Chair.

26. (1) In accordance with Section 231 of the *Local Government Act*, if a Council member attending a Council or committee meeting considers that he or she is not entitled to:

(a) participate in the discussion of a matter; or

(b) vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.

(2) After making the declaration, the member:

(a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;

(b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

(c) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

(3) When the declaration is made:

(a) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room, and if applicable, the member's return; and

(b) the member presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

(4) Whether or not a declaration is made under subsection (1), if a Council member has a direct or indirect pecuniary interest in a matter, the member must not:

- (a) participate in the discussion of the matter;
- (b) vote on a question in respect of the matter; or
- (c) attempt in any way, whether before or after the meeting, to influence the voting on any question in respect of the matter.

(5) Subsection (4) does not apply:

- (a) if the pecuniary interest of the member is a pecuniary interest in common with electors of the Village generally;
- (b) if the matter relates to remuneration or expenses payable to one or more Council members in relation to their duties as Council members; or
- (c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

(6) Subsection (1) to (5) apply to meetings of the following bodies:

- (a) a body that under an Act may exercise the powers of the Village or the Council;
- (b) the board of variance;
- (c) a court of revision;
- (d) an advisory committee, or other advisory body, established by Council under an Act;
- (e) a body that is prescribed by regulation under the *Local Government Act*”

27. Should any member at a Council or committee meeting refrain from voting when any question is put, for any reason other than that mentioned in the last preceding section, he or she shall be regarded as having voted in the affirmative and his or her vote shall be counted accordingly.

28. (1) All acts whatsoever authorized or required by the *Local Government Act* to be done by Council, and all other questions, including questions of adjournment, that may come before the Council, shall, save where otherwise so expressed, be done and decided by the majority of the members of the Council who shall be present at a meeting.

(2) In all cases where the votes of the members of the Council or a committee then present, including the vote of the Mayor or other person presiding are equal for and against a question, the question shall be negatived, and it shall be the duty of the member presiding to so declare.

(3) The names of those who vote for and those who vote against the question at a meeting shall be entered upon the minutes whenever a member calls for ayes and nays, and the Chief Administrator shall read aloud the names before the result of the vote has been declared in order that any mistakes may be rectified.

29. When the question under consideration contains distinct propositions upon request of any member the vote upon each proposition shall be taken separately.

#### **PETITIONS AND DELEGATIONS**

30. No person or group of persons wishing to appear before the Council may do so unless that person or those persons have first notified the Chief Administrator in writing, stating purpose of delegation, at least 48 hours before the Chief Administrator has prepared the Agenda and circulated it to the members of Council, except on extraordinary occasions and with the consent of the majority of members present.

31. Every delegation shall be allowed a maximum time of 15 minutes to present its petition or submission unless extended by two-thirds vote of the members present,

after which the members present may dispose of the petition or submission at the meeting, refer the subject matter to a committee or Council or take such other action as is deemed expedient.

32. Every petition presented shall include the name of each petitioner with their individual address and a description of the property of which they are the owner or which they occupy in the municipality. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced in connection therein.

#### **REPORTS**

33. (1) A standing or select committee of Council may report to the Council at any regular meeting or shall report as required by Council.

(2) The following heads of departments, Treasurer, Building Inspector, Fire Chief, Police Chief and Works Superintendent shall each prepare, in addition to any other reports required by Council, a quarterly report of their respective departments. The reports shall be prepared as soon as is practicable after the last day of the month and shall be submitted to the Chief Administrator who shall make copies of each report and attach a copy to the Agenda of the next regular meeting of Council before it is circulated to the member of Council.

#### **MOTIONS**

34. (1) When a question is under consideration, no motion shall be received except for the following:

- (a) to commit
- (b) to amend
- (c) to receive and file
- (d) to lay on the table
- (e) to postpone indefinitely
- (f) to postpone to a certain time
- (g) to move to close the debate
- (h) to adjourn

(2) The several motions mentioned in sub-section (1) shall have precedence in the order in which they are named, and the last six shall be neither amendable or debatable.

(3) No agenda item shall be discussed before a second to the motion is made. The presiding member will then invite discussion on the motion.

35. Amendments shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.

36. A motion to commit the subject matter to a committee, until it is decided, shall preclude all amendment of the main motion.

37. A motion to adjourn the meeting or to adjourn the debate shall always be in order, but if such motion is negative no second motion to the same effect shall be made until some intermediate business or matter has been disposed of.

#### **BYLAWS**

38. (1) Every Bylaw shall be read three times.

(2) A Bylaw may be read three times at the same Council meeting.

39. (1) Every Bylaw shall be read the first time upon the motion "..... that the (short title) Bylaw now be read a first time". The title and intended object of the Bylaw shall be given and the question shall be decided without amendment or debate.

(2) A second reading of the Bylaw shall consist of debate of the Bylaw.

(3) The Bylaw may then be read a third time.



40. (1) Every Bylaw passed shall be adopted not less than one clear day after it has received third reading, upon the motion "..... that the (short title) Bylaw be now adopted", provided, however, that if a Bylaw must be approved pursuant to the *Local Government Act*, or any other Act, it shall not be adopted until such approval has been obtained.
- (2) Despite subsection (1), Council may adopt, amend, or repeal a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
41. One copy of every Bylaw bearing evidence of approval, if any, and one copy of every adopted Bylaw signed, sealed and bearing evidence of registration in the office of the Inspector of Municipalities, shall be kept among the records of the Municipality.
42. (1) The Mayor may, at any time within one month after the adoption thereof, intervene and return for reconsideration a Bylaw, resolution or proceeding of the Council which has not been given the assent of the electors, or which has not been reconsidered by the Council in the manner mentioned in subsection (3) or which has not yet been acted upon by any officer, servant or agent of the Municipality.
- (2) The Mayor may state his or her objections to the Council, and the Administrator shall record in the minute book such objections, suggestions or amendments of the Mayor.
- (3) The Council shall, as soon thereafter as convenient, consider such objections, and either:
- (a) reaffirm the Bylaw, resolution or proceeding; or
- (b) reject the Bylaw, resolution or proceeding; in which case it is deemed to be absolutely vetoed, rescinded and repealed, and is of no force or effect whatsoever, and shall not be reintroduced into the Council within a period of six months except with the unanimous consent of the Council.
- (4) The conditions which applied to the passage of the original Bylaw, resolution or proceeding apply to rejection thereof.

#### **COMMITTEE OF THE WHOLE**

43. A meeting of the Committee of the Whole may be called at any time by the Mayor.
44. A Committee of the Whole held during the meeting of the Council shall be appointed by resolution "..... that the Council now dissolve itself into a Committee of the Whole".
45. The rules of the Council including without limitation sections 4(2) and (3), 7(2) to (5), 9, 26(1) to (5), 27, and 28(2), shall be observed in the Committee of the Whole, so far as may be applicable, except that no motion shall require to be seconded nor shall a motion for the previous question nor shall an adjournment be allowed: and in taking the ayes and nays the names of members shall not be recorded, nor shall the number of times of speaking on any question be limited.
46. In case of a decision being called for, the question shall be decided by a show of hands. The Chief Administrator shall count and decide the number on each side and the Chairperson for the Committee shall announce the result of the vote.
47. A motion in Committee of the Whole to rise without reporting, or that the Chairman of the Committee leave the Chair, shall always be in order and shall take precedence over any motion. On such motion debate shall be allowed but no member shall speak more than once to such a motion and on an affirmative vote the subject referred to the Committee shall be considered disposed of in the negative, and the Council shall proceed with the next order of business.
48. When all matters referred to a Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of

business the Chairman of the Committee of the Whole shall report to the Council and the adoption of the report shall be moved.

#### **STANDING AND SELECT COMMITTEES**

49. Council shall establish standing committees for any purpose which they consider would be better regulated and managed by means of such committees, and they shall appoint members of Council thereto. The proceedings of all such committees shall be subject to the approval of Council, save in so far as such proceeding may be in pursuance of the authority delegated to such committee or any of them under the *Local Government Act*.

50. The Council may from time to time appoint a select committee, to enquire into any matter and to report its findings and opinions to the Council.

51. Any member of the Council may be placed on a standing or select committee, notwithstanding the absence of such member at the time of being named upon such committee. The committee shall appoint by majority vote a member to preside as Chair, from time to time as the majority of the committee see fit.

52. Members of the Council may attend the meetings of any of its committees and shall not be allowed to vote if they are not members of those committees, but may be allowed to take part in any discussion or debate by permission of a majority of the Committee.

53. The general duties of all the standing committees of the Council shall be as follows:

(a) to consider and report to Council from time to time, or whenever desired by the Council and as often as the interest of the Village may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.

(b) to carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the Council shall be specific and the Committee shall report its action in detail at the next meeting of the Council thereafter.

(c) to present to the Council at the last regular meeting of the Council, or as soon thereafter as possible, in each and every year, a general report of the state of various matters referred to them respectively during the year and the work or business done through or by each Committee, and such report shall contain such suggestions in regard to the future action of the succeeding Committees as experience may enable the reporting Committee to make in respect of the matters embraced in their report.

54. Every member who shall introduce a motion upon any subject which may require the appointment of a select Committee shall be one of the Committee.

55. Of the number of members appointed to compose any standing or select committee, a majority shall be a quorum competent to transact business.

56. In the transaction of business all standing and select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Council including without limitation sections 4(2), 7(2) to (5), 9, 26(1) to (5), 27, and 28(2).

57. A select committee shall, on completion of its assignment or on submitting its report to the Council, be automatically dissolved.

#### **ATTENDANCE AND EXAMINATION OF WITNESSES**

58. The Council, or any standing or select committee thereof, shall have the power, under the hand of the Mayor to summon witnesses for examination on oath in any and all matters connected with or relating to the administration or the Municipality, and shall have the same power to enforce the attendance of such witnesses and compel them to give evidence as is vested in any Court of law in civil cases. Any member of Council or standing or select committee may administer the oath to any

witness called before such Council or Committee, and such witness may be examined, cross-examined and re-examined according to the rules of the Supreme Court in civil cases.

**UNPROVIDED CASES**

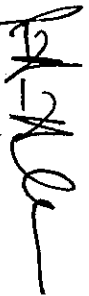
59. In all unprovided cases in the proceedings of the Council or in Committees "Robert's Rules of Order" shall be followed.

**Read a first time on the 16th day of March, 2001**

**Read a second time on the 16th day of March, 2001**

**Read a third time on the 16th day of March, 2001**

**Finally adopted on the 19th day of March, 2001**



Joan Ann Allen  
Mayor



John E. Nielsen  
Chief Administrator