

“RULES OF THE ROAD” – 2018 BUDGET

This document provides an easy to follow guide to procedural rules governing the 2018 Budget process. Unless otherwise noted, references are to sections of Procedure Bylaw 22/2016. More detailed procedural references are included in the Agenda Report of November 9, 2017.

The Mayor chairs all meetings of council. When Council moves into Committee of the Whole, the Mayor retains the Chair.	s. 8.1.b; Bylaw 22/2016 is silent as to the Chair of the Committee of the Whole
In Council, the Mayor must relinquish the Chair to make a motion. When Council moves into Committee of the Whole, the Chair does not have to relinquish the chair to make a motion.	In small assemblies, committee rules apply. Robert’s Rules of Order Newly Revised, 10th Edition, pp. 471, 483
When sitting as Committee of the Whole, Council members may:	
Speak even though there is no motion on the floor. If there is a motion on the floor, council members shall only address that motion.	s. 26.12.a
Speak more than once, provided that each council member who wishes to speak to the matter has already been permitted to do so.	s. 26.12.b
Make motions without notice	s. 26.12.d
Unanimous consent to the motion in Recommendation #1 will also allow:	
The reordering of agenda items and the addition of information as required without formally amending the agenda.	Suspends s. 11.5 as permitted by s. 3.6

Unanimous consent to the motion in Recommendation #3 will also allow:	
The mover of a motion to move an amendment to the same motion	Suspends s. 17.1 as permitted by s. 3.6
<p>Questions, Budget Information Requests and Motions to Amend the Budget may be made at any time. Councillors were encouraged to send Budget Information Requests and Postponed Motions to the Chief Financial Officer from November 9-20. Councillors are also encouraged to ask questions during the division presentations, when appropriate staff are in attendance.</p> <p>The following rules will apply:</p>	
<p>Budget Information Request – a request for further information or clarification.</p> <p>Members may, at any time, contact the Director of Financial Services or any other members of Administration for information on specific budget, policies or programs.</p> <p>An Budget Information Request requiring lengthy research and multiple staff resources should be voted on and will be recorded as a matter of course. Administration will provide a written response as soon as possible.</p>	<p>In the past, a majority vote in favour confirmed that the information requested was beneficial when making decisions specific to the proposed budgets. Voting on Information Requests has not occurred during the recent deliberations in order to expedite the process.</p> <p>This year, the Mayor will ask if any member of Council is opposed to the Information Request. If anyone is opposed, then the Mayor will call a vote.</p>
Council members may request an item to be ‘flagged’ for further discussion at a later time	No vote required.

<p>(Upon approval of Recommendation #4) Voting on Motions to Amend the draft Budget made during division and department presentations will be automatically postponed until all presentations have been completed. This will include motions to add new items not currently included in the draft Budget.</p>	<p>An electronically-recorded vote will be taken on all postponed motions after all presentations are completed. With the consent of the membership, a motion can be withdrawn at this time.</p>
<p>Upon approval of Recommendation #5:</p>	
<p>Council sitting as Committee of the Whole will have the authority to direct Administration to make changes to the draft Budget rather than merely recommending changes to Council who would then direct Administration.</p>	<p>Council may delegate this authority to Committee of the Whole.</p>
<p>If Council cannot agree on a specific amount of money when considering an amendment:</p>	
<p>The Chair may propose an amendment to create a 'blank', e.g. "that \$___ be transferred to the X Reserve". The various dollar amounts proposed would be listed, and would be dealt with in <u>descending order</u> until one is passed by majority vote.</p>	<p>Robert's Rules of Order Newly Revised, 10th Edition, pp. 157-8</p>