

Nova Scotia



**Department of
Municipal Affairs**

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Halifax, Nova Scotia
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RECEIVED OCT 14 1983

22 September 1983

Mr. Kyle Hiltz
Town Clerk
Town of Mahone Bay
MAHONE BAY, N.S.
B0J 2E0

Dear Mr. Hiltz:

Re: Bylaw Respecting
Rules of Order of Council

This bylaw was adopted at a meeting of
Town Council held 10 May, 1983. The Minister of
Municipal Affairs has approved this bylaw and I
send you a copy bearing his approval dated
11 October, 1983.

Yours very truly,

Janet D.W. Willwerth
Janet D.W. Willwerth
Departmental Solicitor

/bc
Attachments (1)

RESOLVED by the Town Council of the Town of Mahone Bay that the following By-Law be and the same is hereby enacted and that the Clerk be and is hereby instructed to forward same to the Minister of Municipal Affairs with a request for his approval.

By-Law Number

A By-Law Respecting Rules of Order of Council

1.1. All items to come before the Council, including correspondence, that are now read shall be copied and made available as follows:

1.1.1. One copy of each item shall be placed in a file for each Councillor and made available to that Councillor by the noon of the day of the meeting.

1.1.2. One copy of each item shall be placed in a file in the Town Office by the noon of the day of the Council meeting and shall be available for any member of the public to read the contents.

1.1.3. Those copies provided in the Town Office plus a copy for each member of the media who regularly attends Council meetings shall be available on the press table in the Council Chambers at the beginning and during each Council meeting.

2.1. Persons wishing to make a submission to the Council shall provide a copy of their submission to the Town Clerk prior to noon of the day of the Council meeting whereupon the Town Clerk shall copy the submission add it to the agenda.

3.1. Persons wishing to make a verbal submission to the Council shall not read such a submission and shall be limited to no more than five minutes for their presentation.

4.1. This by-law shall apply to representatives of government agencies, boards and commissions, committees, private citizens, and all persons appearing before the Council.

5.1. This By-law is not intended to repeal the by-law requiring that the Council vote to hear any person not a Councillor.

I, Kyle R. Hiltz, Clerk of the Town of Mahone Bay do hereby certify that the foregoing is a true copy of a by-law passed by the Council of the Town of Mahone Bay at a meeting duly called and held on the 10th day of May, A. D., 1983.

Given under the hand of the Town Clerk and under the corporate seal of the Town of Mahone Bay this 15th day of Sept., A. D., 1983.

Kyle Hiltz
Kyle R. Hiltz
Town Clerk & Treasurer
Town of Mahone Bay

DEPARTMENT OF MUNICIPAL AFFAIRS
Recommended for approval of the Minister <i>[Signature]</i> Departmental Solicitor
APPROVED this <u>11th</u> day of <u>October</u> 19 <u>83</u> <i>[Signature]</i> Minister of Municipal Affairs