

COUNCIL POLICIES AND PROCEDURES

SECTION - A

PROCEDURAL POLICIES

SUBJECT: Adoption of New By-Laws Number A - 2

APPROVAL DATE: April 12, 1999

PREAMBLE: From time to time By-Laws may be reviewed by the Council of the Municipality of the District of Guysborough and approved. It shall be the intent of Council to follow specified guidelines for the adoption of future By-Laws. This will ensure consistency and will provide an opportunity for careful consideration and review of the By-Law prior to its adoption.

TERMS: The procedure for adoption of a new By-Law is as follows:

1. Once a By-Law is ready to be presented to the Council, at least ten (10) days notice of intent to introduce a By-Law shall be given in writing to all Members of Council along with a final copy of the By-Law. This will give Members of Council an opportunity to review the proposed By-law and raise any concerns they may have regarding same.
2. The first reading is to be held at the next regular session of Council following the distribution of the ten (10) day notice. All members of Council shall have the By-Law or Amendments thereto in their possession at least 10 days prior to the first reading of said By-Law or Amendment.
3. The first reading will consist of the reading of the formal name of the By-Law and a brief explanation of the purpose and content of the By-Law by the Municipal Clerk/Treasurer or the Chairman of the applicable Committee of Council.
4. Following the first reading the Members of Council will be given an opportunity to propose changes in the By-Law and these will be debated and if required amendments will be made.

5. The second reading will take place no earlier than ten (10) days following the first reading and at the time of the second reading of the By-Law, it will be read in its entirety.
6. If there are no further amendments to the By-Law the third and final reading shall take place at the same meeting as the second reading. If there are further amendments the third reading will take place at the next meeting of Council.
7. Once the By-Law or amendment thereto is approved by Council the said By-Law or Amendment shall be forwarded to the Department of Housing and Municipal Affairs seeking the approval of the Minister of Housing and Municipal Affairs if so required under Legislation.