

Passed By Council on:02/07/2005

Purpose

To establish guidelines by which telephone polls will be used to seek Council approval of agenda items prior to the conducting of a regular or special meeting of Council.

Policy Statement

1. Telephone polls may only be used where the issue being polled requires ratification by Council prior to its next scheduled meeting.
2. The City Clerk or, in his/her absence, the Manager, Corporate Secretariat will review each request for a telephone poll and determine if such a poll is required.
3. Telephone polls will be limited to the following issues:
 - (a) awarding of a tender in order to meet time limits specified in the tender documents;
 - (b) approving the setting of public meetings and/or the appointment of meeting Chairs in order to meet legislative time limits;
 - (c) the waving of permit fees and other such requirements for non-profit groups;
 - (d) other issues that may arise from time-to-time and are determined by the City Clerk to be of an immediate and pressing nature.
4. Only members of Council and department heads, or their appointed designates, may request that a telephone poll be conducted.
5. The results of all telephone polls must be ratified at the next scheduled meeting of Council

Application

Responsibilities

Office of the City Clerk.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - January 26, 2005; Regular Meeting of Council - February 7, 2005.

Review Period

[Back](#)