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PART 2 - MUNICIPAL GOVERNMENT  
Division 2 - Council Meetings

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Subdivision 1 - Inaugural Meeting

- 2.2.1. 1. Following a general local election, the first Council meeting must be held on the first Monday in the month following an election.
2. If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Subdivision 2 - Time and Location of Meetings

- 2.2.2. 1. Unless otherwise resolved by Council the Regular Council meetings shall be held in the Council Chambers, 606 Mountainview Square.
2. Regular Council meetings shall:
- a. be held on the first and third Monday of each month, except when such date is a statutory holiday, in which case the meeting must be held on the next day the Municipal Office is open which is not a statutory holiday; and
  - b. begin at 7:30 pm.
3. Regular Council meetings may:
- a. be cancelled by Council, provided that two consecutive meetings are not cancelled; and
  - b. be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two days written notice.

Subdivision 3 - Notice of Council Meetings

- 2.2.3. 1. In accordance with Section 127 of the *Community Charter*, Council must prepare annually on or before January 1, a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
2. In accordance with Section 127 of the *Community Charter*, Council must give public notice annually on or before January 1 of the availability of that schedule of Regular Council meetings in accordance with Section 94 of the *Community Charter*, being posted in the Public Posting places and a newspaper for two consecutive weeks.

3. Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting.

#### Subdivision 4 - Notice of Special Meetings

- 2.2.4 1. Except where notice of a Special meeting is waived by unanimous vote of all Council members under Section 127(4) of the Community Charter, a notice of the date, hour, and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by
  - a. posting a copy of the notice at the Public Notice Posting places; and
  - b. leaving one copy for each member of Council at the place they have directed material to be sent.
2. The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

#### Subdivision 5 - Electronic Meetings

- 2.2.5 1. A member of Council or a Committee member who is outside the District boundaries due to municipal related activities or is physically unable to attend the Committee, C.O.W., Council meeting or special council meeting may participate in the meeting by visual and audio, audio, or electronic or other communication means as set out in S128(2) Community Charter.
- 2.2.5. 2. A physical quorum must be present at any Council meeting where a member(s) is attending electronically.
3. In instances where the Mayor or Chair will participate in a meeting of a Committee, a C.O.W., Special Meeting or Regular Council Meeting electronically, the person designated to act in place of the Mayor or Chair shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting.
4. If there is an interruption in the communications link to a member(s) participating electronically the remaining members may take a five minute recess to determine whether the link can be re-established.
5. Only one member of Council may attend a meeting electronically

at a time. If multiple members wish to attend electronically the member who first contacted staff about attending electronically shall be the member who attends electronically.

6. S.2.2.5.5 notwithstanding, if the means of attending electronically can be shared, multiple Councillor members may participate from the same remote location, given that S.128(2) of the Community Charter is met.