
PART 2 - MUNICIPAL GOVERNMENT
Division 2 - Council Meetings

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 directed by the Mayor, the Regular Council meetings, Committee of the Whole, and Special meetings of Council 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 7:00 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.

Subdivision 3 - Notice of Council Meetings (Continued)

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 Section 2.2.4.1 must describe in general terms the purpose of the meeting.

Subdivision 5 – Electronic Participation and Meetings

Electronic Participation

2.2.5

1. A member of Council or a Committee member may Electronically Participate in a Committee, Committee of the Whole, Regular Council Meeting, Special Meeting, or Public Hearing as set out in Section 128.3 of the *Community Charter*.
2. Where a member of Council or Committee is attending in accordance with Section 2.2.5.1, they are deemed to be present under Section 128.3(3) and constitute a member for purposes of quorum.

Subdivision 5 – Electronic Participation and Meetings
Electronic Participation (Continued)

2.2.5

3. In instances where the Mayor or Chair will participate in a meeting of a Committee, a Committee of the Whole, 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:
 - a) In the case of an Electronic Meeting as authorized in Section 2.2.5.10, Section 2.2.5.11, or Section 2.2.5.12, the Mayor or Chair may preside
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. Delegations may Electronically Participate if notice is provided to the Director of Corporate Administration with at least four (4) hours notice.
6. Members of the public may Electronically Participate within the regulations of this Part.
7. A Council or Committee member may Electronically Participate in a Regular Council Meeting, Committee of the Whole, and Special Meeting of Council up to seven (7) times per calendar year, and whenever necessary due to illness or as a caregiver to an ill family member, with permission from the Mayor, or with the leave of Council through resolution:
 - a) Participation in Electronic Meetings as authorized in Section 2.2.5.12 would not impact this Section.
8. A Council or Committee member may Electronically Participate in a Public Hearing up to seven (7) times per calendar year, and whenever necessary due to illness or as a caregiver to an ill family member, with permission from the Mayor, or with the leave of Council through resolution.
 - a) Participation in Public Hearings that have been designated to be conducted through electronic or other communication facilities, would not impact this Section.
9. A Council member or Committee member must provide notice of Electronic Participation to the Director of Corporate Administration with at least four (4) hours notice.

Subdivision 5 – Electronic Participation and Meetings

Electronic Meetings

2.2.5

10. Special Council meetings may be conducted as Electronic Meetings at the discretion of the Mayor.
11. Committee meetings may be conducted as Electronic Meetings at the discretion of the Chair.
12. Regular Council Meeting and Committee of the Whole meetings may be conducted as Electronic Meetings at the discretion of the Mayor.
13. For the purposes of Regular Council Meetings and Special Meetings, Committee of the Whole, and Public Hearings held as Electronic Meetings per Section 2.2.5.10 and Section 2.2.5.12:
 - a) notice will be provided through notice in Public Notice Posting Places at least Twenty Four (24) hours in advance of the meeting.

Subdivision 5 – Electronic Participation and Meetings (Continued)

- b) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public shall be the Council Chambers, 606 Mountainview Square, or such other place as specified within the Notice under Section 2.2.5.13(a).
- c) the designated municipal officer in attendance at the specified place shall be the Director of Corporate Administration, a person designated by them, or such other person specified by the Mayor.