

**MEETING PROCEDURES**

All municipal business must be conducted at a properly constituted meeting.(MA sec.119 & 120)

Each year, **the first meeting** of Council must be held within 31 days of the annual election at the time and place specified by the Administrator.

Meetings are conducted under parliamentary procedures. Council motions are not required to be seconded.

Each member of Council must **vote** on all resolutions of council. Anyone refraining from voting will be considered as voting in the negative. The administrator is required to record each abstention and the reasons for the abstention in the minutes. (MA sec.99, 100 & 102)

If there is a **tied vote** for and against a resolution or bylaw that bylaw or resolution is defeated.

A **recorded vote** may be requested by any council member however it must be made before the vote is taken. The minutes will then show the names of the members of council present and whether they voted for or against the proposal or abstained.

All council meetings and committee meetings must be **open to the public**. Any person considered to be guilty of improper conduct may be expelled and excluded from the meeting by the Reeve.

Council or council committees may close all or part of a meeting to the public but only if the matter to be discussed is within one of the exceptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it *concerns long range or strategic planning*, however all bylaws or resolutions must be voted on in open public meeting of council. (MA sec. 119 & 120)

A majority of council members including the Reeve constitutes a **quorum** required to lawfully transact business.

There must be a **quorum** before the meeting begins; if a quorum is lost during a council meeting, the meeting automatically ends and no further business can be conducted.

A **quorum** is not affected by any member declaring a pecuniary interest and leaving the room.

## **200-10.1 PECUNIARY INTEREST**

Pecuniary interest occurs when a council member or someone in the member's family has a controlling interest or is a director or senior officer of a corporation that could make a financial profit or be adversely affected financially by a decision of council. A council member also has a pecuniary interest if he/she or a closely connected person could make a financial profit or be adversely affected by a decision of council. Members do not have pecuniary interest in any situation or matter that the council member (or closely connected person) may have as a voter, taxpayer or utility customer of the municipality. (MA se. 141 & 143)

**PLEASE SEE THE PROCEEDINGS OF COUNCIL BYLAW NO. 134-16  
PLEASE SEE THE CODE OF ETHICS BYLAW NO. 140-16**

## **200-10.2 DISCLOSURE OF PECUNIARY INTEREST**

It is the duty of the individual council member to determine whether or not he/she has a pecuniary interest with respect to the issue at hand.

When a member of council has a pecuniary interest in a matter before council or council committee, it is the onus of the council member to:

- a) declare the interest before any discussion in the matter;
- b) abstain from voting on any question relating to the matter;
- c) abstain from discussion of the matter and
- d) leave the meeting while the matter is being discussed and voted on.

The member shall not attempt, either before, during or after the meeting to influence the voting in any way.

The Administrator shall record in the minutes any abstention or disclosure made by the member of council. The member is not counted for the purpose of determining whether a quorum of council is present when the matter or question is put to a vote. If the number of members declaring pecuniary interest in a matter results in a loss of quorum, the remaining members are deemed to be a quorum unless the number is less than 2. If all but one of the members declares pecuniary interest in a matter, the council may by resolution apply to a judge of the court for consideration of the matter.

These procedures apply to all council meetings and council committees.

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