



## Region of Queens Municipality

### Administrative Policy 23 - Respecting Regular Meetings of Council

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#### **Policy Statement**

It shall be the policy of Region of Queens Municipality to have a consistent, predetermined schedule for Regular Council Meetings.

#### **Policy Objectives**

1. To maintain and communicate to the public a consistent schedule for Regular Council Meetings.

#### **Policy Details**

2. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the second Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool beginning at 9:00 a.m.
3. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 9:00 a.m.
4. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 6:00 p.m.
5. Notwithstanding Section 4, no council meetings shall be held on the fourth Tuesdays of July, August, and December.
6. When a meeting date falls on a holiday, the meeting shall be held on the next business day.
7. In cases when there is a health or safety concern related to holding a meeting in-person, or a quorum is not expected to be present due to regrets from Council members, the Mayor or Deputy Mayor, in consultation with Council and the Chief Administrative Officer or their delegate, may cancel an in-person council meeting. If quorum can be

reached virtually, the meeting can be held electronically. If a meeting is cancelled, it shall not be rescheduled, notice shall be given to the public and staff, and agenda items will carry over to the next scheduled meeting.

**OFFICIAL CERTIFICATION**

**THIS IS TO CERTIFY THAT** this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 12<sup>th</sup> day of November 2024.

**SIGNED** by the Mayor and Municipal Clerk this 12<sup>th</sup> day of November 2024.



Mayor



Municipal Clerk

Adopted By Council: November 12, 2024