



## 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 6:00 p.m.
4. Notwithstanding Section 3, no council meetings shall be held on the fourth Tuesdays of July, August, and December.
5. When a meeting date falls on a holiday, the meeting shall be held on the next business day.
6. In cases when 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 as a hybrid meeting or fully virtual meeting. If a meeting is cancelled, it shall not be rescheduled and notice shall be given to the public and staff. Agenda items will carry over to the next scheduled meeting.
  - 6.1. Council meetings may be conducted by electronic means as

permitted by the Municipal Government Act and regulations. Public notice must be given at least two days prior to a fully virtual meeting respecting the way in which a meeting will be conducted, as per the requirements of the Municipal Government Act.

- 6.2. Public Notice for a hybrid meeting is not required; a council member joining virtually will be announced by the Chair of the meeting as joining virtually. Notice for a council member to take part virtually must be received by the Municipal Clerk two days prior to the meeting, when possible.
- 6.3. During a virtual meeting, one, multiple or all Council members may participate by electronic means, as permitted by the Municipal Government Act and regulations. In instances whereby some members are meeting in-person, and others are meeting virtually, that meeting is deemed to be a hybrid meeting. The member(s) joining the meeting virtually shall be deemed to be present and shall be counted for quorum.
- 6.4. If unanticipated technological problems prevent a Council member from participating in a meeting in its entirety, they shall be considered absent from the meeting, and recorded as absent with permission in the minutes.
- 6.5. If a Council member becomes disconnected from the meeting due to technical problems, the minutes shall reflect that they left the meeting at the time of disconnection. If they are able to resolve the issue on their own, they will be marked as present when they return to 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 24<sup>th</sup> day of June, 2025.

**SIGNED** by the Mayor and Municipal Clerk this 24<sup>th</sup> day of June, 2025.

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Mayor

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Municipal Clerk

Adopted By Council: Tuesday, June 24, 2025