

MINUTES OF THE MEETING OF COUNCIL FOR THE RESORT VILLAGE OF CHITEK LAKE IN COUNCIL CHAMBERS AT 219 PINE STREET, ON JANUARY 17<sup>th</sup>, 2019 AT 6:00 PM

Present: Councillors Debby Alberts and Sandra Svoboda

Absent: Mayor Doug Struhar, Deputy Mayor David Gardiner, Councillor Warren Kidd

Staff: Pat Peacock, CAO

As per Council Procedures Bylaw No. 113/2015 section 16.3

Quorum was not present (in person or by electronic means) at 6:25 pm therefore Administrator Pat Peacock announced that council shall stand adjourned until the next regular meeting scheduled for February 21, 2019.

Next Regular Council meeting is February 21, 2019 at 6:00 pm.

The meeting was adjourned at 6:25 PM by Administrator Pat Peacock.

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Mayor

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Chief Administrative Officer

- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
- (b) the mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

**16. Commencement of Council Meeting**

- 16.1 At the hour set for the meeting, or as soon as all members of council present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 16.2 In case neither the mayor nor the deputy mayor is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 35 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3 If a quorum is not present 15 minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 16.6 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

**17. Quorum**

- 17.1 A quorum of council is a majority of members.
- 17.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

**18. Minutes**

- 18.1 The administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes.
- 18.4 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.

**19. Proclamations**

- 19.1 All requests for proclamations shall be submitted to the mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group,