Village of Chester
Meetings & Procedures Policy

The procedural requirements in this Policy are intended to complement and supplement, and not to replace the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act (MGA).

1.0 Scope

This document applies to all meetings of the Village of Chester.

2.0 Interpretation

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- Business day(s) – means a day when the Village of Chester's office is open for business.
- Commission – means the elected Commissioners of the Village of Chester and includes the Chair unless the context indicates otherwise.
- Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.
- Consensus – means an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process.
- Chair – means the presiding officer of the Commission or Committee.
- Quorum – means a majority of the maximum number of people who may be elected to the Commission.
- Majority – means more than one half of those present, unless the context indicates otherwise.
- Motion – a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.

3.0 Policy Statement

The VOC Commission has adopted this policy by resolution on March 20, 2024 and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.

4.0 Regular Monthly Meeting

4.1 The Commissioners shall meet at a regular monthly meeting on the third Wednesday of each month commencing at 6:00 pm at 27 Pleasant Street, Chester.

4.2 Notice of the regular meeting is not required under the Municipal Government Act unless there is to be a change of date, place or time. In this case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in no less than five (5) conspicuous places at least two (2) days before the date of such meeting.

Regular meetings of the Commission may be rescheduled, relocated or cancelled by motion or consensus of Commissioners.

4.3 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

1. Call to order
2. Public Forum
3. Review and approval of agenda, including additions or deletions
4. Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
5. Business arising from the minutes
6. Correspondence
7. Reports:
   - 7.1 Clerk Treasurer
   - 7.2 Financial - YTD
   - 7.3 Committees
8. New or other business
9. Commissioner Roundtable
10. In camera meeting
11. Resumption of public meeting
12. Adjournment

The Chair and Clerk/Treasurer shall confer on the Commission agenda content before it is circulated. The agenda package containing meeting materials in the agenda sequence will be circulated a minimum two (2) business days before the meeting if possible.

4.4 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.

4.5 The Chair shall preside at all meetings of the Commissioners and shall maintain decorum, including the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

The Vice-Chair shall act in the absence or inability of the Chair or in the event of the office of Chair being vacant.

4.6 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.

4.7 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (subject to the Municipal Conflict of Interest Act), including the Chair, duly moved and seconded. Such voting to be by a show of hands, and the Chair shall state whether the motion has been carried or defeated based on majority vote. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a negative vote.

A recorded vote identifies each Commissioner and whether they voted in favour of, or against, the motion in the Minutes. A recorded vote is not necessary but may be requested by any Commissioner.

4.8 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In Camera) pursuant to the provisions of the Municipal Government Act.

No decision shall be made at a private commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the village.

4.9 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting with their name and civic address. The time limit for each person requesting to speak will be determined by the chair before the commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

4.10 Delegations shall apply in writing to be placed on an agenda for the Regular Monthly Meeting to the Clerk/Treasurer stating the essence of the presentation no less than five (5) business days prior to the date of the Regular meeting. A written report of what will be discussed must accompany the request to speak

at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

Presentation to the Commission shall:

- Consist of a maximum of two presenters;
- Not exceed 10 minutes in duration, without approval by the Commission;
- Not address personnel matters, labor relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege; and
- Be relevant to the VOC and timely.

Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation. The presentation shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda unless the presentation is in respect to an item of business before the Commission.

A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.

5.0 Committee of the Whole

5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet once a month on the last Wednesday of every month commencing at 6:00 pm, if required.

5.2 The COW will be responsible for all matters of concern to the Commission. The COW meets for in-depth discussion on such matters including, but not limited to, human resources, policy, or budget development.

5.3 No formal decision can be made when the Commission members are meeting as COW, but a recommendation to the Commission may be made.

5.4 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

1. Call to order
2. Public Forum
3. Agenda approval and additions
4. Business Arising
5. New Business

6. Adjournment

5.5 The COW shall follow the rules and procedures as governed by the Regular Commission Meetings. COW may invite resource people to attend the meeting to discuss items of interest to the Commission.

5.6 Members of the public who wish to address the commission during the public forum may sign up prior to the start of the meeting. The time limit for all requesting to speak will be decided by the chair prior to commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

Members of the Commission may ask questions of clarification to the individuals, but there shall be no debate of the subject matter of the presentation and the matter shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda.

6.0 Annual Public Meeting

6.1 The Annual Public Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the Municipal Government Act and commence at 6:30 pm. The date will be determined annually by resolution of the Commission.

6.2 Notice of the time and place of the Annual Public Meeting must be posted in not less than five conspicuous places in the Village, at least fourteen (14) days before the date of the meeting.

6.3 The order of business at the Annual Meeting shall be:

1. Call to Order
2. Chair's Report
3. Clerk/Treasurer's Report
4. Auditor's Report
5. Chester Fire Services Committee Report
6. Lido Report
7. Adjournment

6.4 All voting matters before the electors shall be decided by voting on a motion duly moved and seconded, such voting to be by show of hands, and the Chair shall state whether in their opinion the motion has been carried or defeated.

Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk/Treasurer shall count those

standing in favor or the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk/Treasurer shall record the same.

In the case of a tie, the Chair shall declare the motion lost.

7.0 Election of Chair and Vice Chair

The first meeting after the Annual Public Meeting, the Village Commissioners shall elect a Chair and Vice Chair. The Clerk will call for nominations from the Commissioners for the positions, and commissioners shall then proceed to vote by ballot by writing the name of the nominee they wish to serve in the Office of Chair and Vice Chair.

8.0 Special Meetings

8.1 A Special Commission meeting may be called by:
(a) The Chair at any time; and
(b) Whenever requested in writing by not less than two of the Commissioners.
Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.

8.2 Notice of such meeting shall be delivered by telephone or email to each Commissioner at least three (3) days before the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days before meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

9.0 Virtual Meetings

A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act, Section 19A and the Village's Videoconferencing Policy.

Approved: December 13, 2017	
Amended: May 8, 2019	**Motion #** 19-027
Amended: September 15, 2021	**Motion #** 21-117
Amended: October 12, 2022	**Motion #** 22-119
Amended: March 20, 2024	**Motion #** 24-018

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

Clerk/Treasurer

March 22, 2024

Date