



MODEL MEETING PROCEDURES

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1. PURPOSE OF THE MEETING PROCEDURES

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

2. BACKGROUND

As required under section 150F of the *Local Government Act 2009* (the LGA) this document sets out:

- the process for how a chairman of a council meeting may deal with instances of unsuitable meeting conduct by councillors, and
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting,
- the process for dealing with conflicts of interests and recording them,
- the process for dealing with a loss of quorum, and
- procedures for closed meetings.

3. APPLICATION

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings that are consistent with the model meeting procedures. If there is any inconsistency, then the council is taken to have adopted the model meeting procedures to the extent of the inconsistency.

If a council chooses to continue using existing standing orders, the council must review them to ensure that they are consistent with the requirements of these model meeting procedures. To assist council, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) has published best practice standing orders that councils can choose to adopt.

A council must conduct its meetings in a manner that is consistent with either the model meeting procedures or its own meeting procedures.

4. PROCESSES

1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [code of conduct for councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairman must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairman decides the unsuitable meeting conduct has occurred, the chairman may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairman decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairman decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairman may request the councillor take remedial action such as:
 - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - 1.3.2 apologising for their conduct; and
 - 1.3.3 withdrawing their comments.
- 1.4 If the councillor complies with the chairman's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairman's request for remedial action, the chairman may warn the councillor that failing to comply with the request could result in an order being issued.

- 1.6 If the councillor complies with the chairman's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairman's request for remedial action or the chairman decided a warning was not appropriate under 1.3, the chairman may make one or more of the orders below:
 - 1.7.1 an order reprimanding the councillor for the conduct;
 - 1.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairman can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairman must ensure:
 - 1.9.1 details of any order issued is recorded in the minutes of the meeting;
 - 1.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct;
 - 1.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register; and
- 1.10 any councillor aggrieved with an order issued by the chairman can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

Note: *Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

2. Process for Dealing with Unsuitable Meeting Conduct by a Chairman in a Meeting

- 2.1. If a councillor at the meeting reasonably believes that the conduct of the chairman during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 2.2. The chairman may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairman has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairman, must decide by resolution if the conduct is unsuitable meeting conduct.
- 2.3. The chairman has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public,

during the debate and vote on the matter. If the chairman wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.

- 2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairman.
- 2.5. If the original chairman remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairman can put forward their reasoning about their conduct and respond to questions through the chairman from the eligible councillors.
- 2.6. The acting chairman of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairman has engaged in unsuitable meeting conduct (the acting chairman will have a casting vote on the resolution if required).
- 2.7. If it is decided that the chairman has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairman for the conduct.
- 2.8. Once the councillors make a decision, the chairman returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairman.
- 2.9. The chairman then resumes the role of chairman, and the meeting continues.

3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairman of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of section 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairman in a Meeting in this document.

- 3.1 In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

- 3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
 - 3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
 - 3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
 - 3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
 - 3.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairman in relation to the evidence or written submission provided by the councillor to the local government.
 - 3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
 - 3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest

procedures in section 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under section 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.

3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

3.4.1 Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: *A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision. The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.*

3.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 3.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any

allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

- 3.6. The local government may order that no action be taken against the councillor or make one or more of the following:
 - 3.6.1. An order that the councillor make a public apology, in the way decided by the local government,
 - 3.6.2. An order reprimanding the councillor for the conduct breach
 - 3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 3.6.4. An order that the councillor be excluded from a stated local government meeting
 - 3.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
 - 3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
 - 3.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
 - 3.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairman must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 3.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

4. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in s150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

- 4.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
- 4.4 If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - 4.4.1 if it arises because of an application or submission, the subject of the application and submission;
 - 4.4.2 the name of any entity, other than the councillor, that has an interest in the matter;
 - 4.4.3 the nature of the councillor's relationship with the entity that has an interest in a matter; and
 - 4.4.4 details of the councillor's and any other entity's interest in the matter.
- 4.5 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 4.6 Once the councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under 150EO of the LGA and 177C of the COB, and ordinary business matters prescribed in 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA or Section 177T of COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 5.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting;
- 5.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest;

5.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

5.3.1 the nature of the declarable conflict of interest;

5.3.2 if it arises because of the councillor's relationship with a related party:

- i. the name of the related party to the councillor;
- ii. the nature of the relationship of the related party to the councillor;
- iii. the nature of the related party's interest in the matter.

5.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:

- i. the name of the other person;
- ii. the nature of the relationship of the other person to the councillor or related party;
- iii. the nature of the other person's interest in the matter; and
- iv. the value of the gift or loan and the date the gift or loan was made.

5.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

5.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

5.6 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors.

The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors

5.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who

do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

- 5.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairman to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairman, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 5.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
 - 5.9.1 how does the inclusion of the councillor in the deliberation affect the public trust;
 - 5.9.2 how close or remote is the councillor's relationship to the related party;
 - 5.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - 5.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 5.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
 - 5.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting; and
 - 5.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 5.10 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 5.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in

processes occurring outside of a council meeting about the same matter e.g. workshops.

5.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

5.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in s150EV of the LGA or s177S of the COBA.

6. Reporting a Suspected Conflict of Interest

6.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairman of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

6.2 The chairman should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

6.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

6.4 The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

6.5 If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

7. Loss of Quorum

7.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA; or

- defer the matter to a later meeting;
- not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

7.2. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

7.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

8. Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest,
- the particulars of the prescribed or declarable conflict of interest provided by the councillor,
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest,
- any decision then made by the eligible councillors,
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval,
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision,
- the name of each councillor who voted on the matter and how each voted,

If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Where a decision has been made under section 4.6 above – the minutes must include:

- the decision and reasons for the decision, and
- the name of each eligible councillor who voted and how each eligible councillor voted.

9. Closed Meetings

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- a. appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, for senior executive employees;
- b. industrial matters affecting employees;
- c. the local government's budget, which does not include the monthly financial statements;
- d. rating concessions;
- e. legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government;
- f. matters that may directly affect the health and safety of an individual or a group of individuals;
- g. negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- h. negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967; and
- i. a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

A council meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- a. delegate the matter unless the matter cannot be delegated;
- b. decide by resolution to defer the matter to a later meeting;
- c. decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session the council must abide by the following:

- a. Pass a resolution to close the meeting;
- b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated; and

d. Not make a resolution while in a closed meeting (other than a procedural resolution).

10. Review

This policy is to remain in force until otherwise determined by Council.