

**THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC**

**BY-LAW 2011-59**

**BEING A BY-LAW TO AMEND BY-LAW 2007-83 BEING A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS**

**WHEREAS** Section 238 (2) of the Municipal Act, 2001, c.25, as amended (the Act), provides that Council shall adopt a Procedure By-law for governing the calling, the place and proceedings of meetings;

**AND WHEREAS** Section 2.1 of the Act provides that the procedure by-law shall provide for public notice of meetings;

**AND WHEREAS** the Corporation of the Township of South Frontenac deems it expedient to amend By-law 2007-83;

**NOW THEREFORE** the Council for The Corporation of the Township of South Frontenac hereby enacts as follows:

1. That the proceedings of all Council meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set down in Schedule "A" attached hereto.
2. This by-law shall come into force and take effect on the date of its passing.

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:**

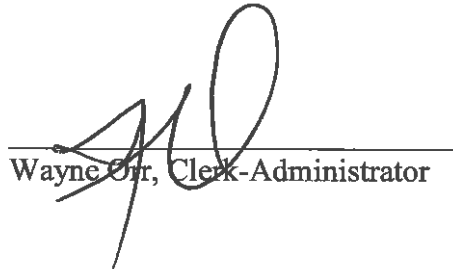
Dated at the Township of South Frontenac this 20th day of September, 2011.

Read a first and second time this 20th day of September, 2011.

Read a third time and finally passed this 20th day of September, 2011.

The Corporation of the Township of South Frontenac

  
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Gary Davison, Mayor

  
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Wayne Orr, Clerk-Administrator

## SCHEDULE "A" TO BY-LAW 2011-59

### 2.1 GENERAL

13) **MINUTES** – In strict accordance with the Municipal Act, 2001, Ch. 25, Sect 228, record, without note or comment, of all resolutions, decisions and other proceedings of Council

### 2.2 MEETINGS

(a) **MEETING LOCATION** – All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated in a resolution of Council.

(e) **CONVENING MEETINGS** - The inaugural meeting of Council shall be held on the first Monday in December at 7 o'clock p.m. but shall not be later than 31 days after Council term commences.

Unless otherwise stipulated, Council shall meet at 6:00 p.m. on the first and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month. If needed, Council will begin in closed session. Open session will begin at 7:00 p.m.

Council will not meet on a statutory holiday nor will it meet between Christmas and New Years.

Should a Council meeting conflict with any committee meeting, such committee meeting shall be rescheduled after consultation with the Committee Chair.

The Clerk will advertise any meeting date changes caused by this policy.

Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution.

#### (i) **COMMITTEE OF THE WHOLE COUNCIL**

Committee of the Whole Council meetings will be held on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Tuesdays of each month, if required, except during July and August, and shall follow the same rules of procedure as Regular Meetings of Council, except that no resolutions approved by **Committee of the Whole** shall be binding on Council. All decisions of the Committee of the Whole must be confirmed at a Regular or Special Meeting of Council.

Committee of the Whole meetings of Council shall be open to the public except as otherwise provided by The Municipal Act. (See Section 2.2(g))

### 2.3 AGENDAS

(a) **REGULAR MEETINGS** - The Clerk will prepare an agenda for the use of members at regular meetings. The Agenda shall be posted in the Municipal Building, Sydenham and delivered to each member of Council by mail, facsimile transmission or e-mail not less than two days (48 hours) prior to the meeting date.

The Clerk will attach copies of all relevant correspondence to the agenda package for Council information.

All items of business for the agenda of a regular Council meeting will be received by the Clerk by 12:00 noon on the Thursday prior to the Council meeting date and the agenda for a Council meeting may only be amended at that meeting by a motion supported by a majority of the members present.

The agenda will contain the following:

- 1) Call to Order.
- 2) Declaration of pecuniary interest and the general nature thereof
- 3) Closed Session
- 4) Recess
- 5) Public Meeting
- 6) Approval of Minutes
- 7) Business Arising
- 8) Reports Requiring Action
- 9) Committee Meeting Minutes
- 10) By-laws
- 11) Reports for Information
- 12) Information Items
- 13) New Business
- 14) Confirmatory By-law
- 15) Adjournment.

NOTE: When a "Closed Session" meeting is required, Council will meet at 6:00 p.m. and reconvene at 7:00 p.m.

The business of each meeting follows the order in which it stands on the agenda, unless Council decides otherwise. Any undisposed matters will be placed on the agenda for the next meeting.

(b) **DELEGATIONS** – Delegations will be received by Council when sitting as Committee of the Whole only. Delegations will be limited to a maximum ten minute presentation, unless otherwise approved by Council, and are considered in the following order:

- 1) Those persons Council has requested or commissioned to appear (e.g. representatives of senior government, consultants).
- 2) Citizens, organizations or their representatives who have notified the Clerk in writing of their desire to appear before the appropriate Committee no later than 12 o'clock noon on the Thursday prior to the meeting date.
- 3) Those persons not included on the agenda but who have requested and been granted permission by Council to address the meeting.
- 4) All delegations must provide a written summary of their presentation prior to 12:00 noon on the Thursday prior to the Committee meeting at which they will be appearing.