

By-Law Number 2024-28

A By-Law to Amend By-Law 2017-76, As Amended, “A By-Law to Provide for Governing The Proceedings of The Council, The Conduct of Members and The Calling of Meetings”

Whereas Council desires to update By-law 2017-76, As Amended;

Therefore **Be It Resolved That** the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. By-law 2017-76, As Amended “A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings” is hereby amended as follows:

Section 1-Definitions is amended by adding a new clause “b)” to read as follows:

- b) **ADDENDUM** means a listing of the items to be added to or withdrawn from a published Agenda.;

Section 3-Agendas a) is deleted in its entirety and replaced with the following:

- 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 posted to the Township website by 2:00 p.m. on the Thursday prior to the meeting.

All items of business and communications for the agenda shall be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

If necessary, the Clerk will prepare an addendum for use by members at regular meetings. The Addendum shall be posted in the Municipal Building, Sydenham and posted to the Township website by 11:00 a.m. on the day of the meeting.

The business of each meeting follows the order in which it stands on the agenda. The agenda for a meeting may only be amended at that meeting by a motion supported by a majority of the members present. Any undisposed matters will be placed on the agenda for the next meeting.

Council Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda and Addendum
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Tabling of Documents
16. Communications
17. Notice of Motions
18. Rise and Report regarding County Council and External Boards
19. Announcements/Statement by Councillors

20. Closed Session **(if requested)**
21. Confirmatory By-law
22. Adjournment

Committee Of The Whole Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda and Addendum
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
11. Tabling of Documents
12. Communications
13. Notice of Motions
14. Announcements/Statements by Councillors
15. Closed Session **{if requested}**
16. Adjournment

During July and August a blended meeting agenda will be used incorporating both delegations and public meetings.

Section 3-Agendas b) paragraphs i. through vi. is deleted in their entirety and replaced with the following:

- i. Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the Agenda Item and subject matter to the Clerk by 2:00 p.m. on the day prior to the meeting;
- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation by 2:00 p.m. on the day prior to the meeting.
- iii. Any person desiring to present information orally on matters of fact or to make a request of Council regarding a matter that is not included on a Council agenda for consideration shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard.
- iv. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda.
- v. Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.
- vi. Each delegate shall be limited to not more than a total of five (5) minutes; it being understood that the Mayor at their sole discretion may grant the delegate additional time to address Council or the Committee of the Whole.

Section 3-c) **PUBLIC INPUT RELATED TO PLANNING MATTERS** paragraph i. is deleted in its entirety and replaced with the following:

- i. During a statutory public meeting under the *Planning Act*, members of the public wishing to speak to the matter will be limited to five minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual; it being understood that the Mayor at their sole discretion may grant a member of the public additional time to address Council or the Committee of the Whole.

Section 3. is amended to create a new clause e) i. to read as follows:

e) TABLING OF DOCUMENTS

- i. The Clerk shall list on the Agenda documents received from any local boards or agencies, including, but not limited to, meeting agendas or minutes and financial statements.

Section 3. is amended to create new clause f) i. to read as follows:

f) COMMUNICATIONS

- i. Every communication intended for presentation to Council or a Committee shall be legibly written, typed, or printed and signed by at least one (1) person giving their address. Anonymous communications will not be accepted.
- ii. The Clerk shall list on the Agenda those communications received prior to the submission deadline specified in Section 3. a). All communications received after such deadline shall be held over for consideration at a subsequent meeting, unless they directly relate to items of business on the Agenda.
- iii. Communications relating to a business item on the Agenda that are received by 2:00 p.m. on the day prior to the meeting will be included on the Addendum.
- iv. Where a communication was submitted following the deadline prescribed in Section 3. e) iii., and where it is anticipated that Council will give consideration to a by-law regarding a zoning by-law amendment or Official Plan amendment application, the communication will form part of the Minutes to ensure that the resident is afforded their appeal rights as per the Planning Act.
- v. Subject to the submission requirements set out in Section 3. a), the Clerk shall also list on the Agenda, as a communication, any correspondence received from a Member in relation to any recommendation or Motion at the Meeting.
- vi. Members shall not debate any communication.
- vii. Council may refer a communication to staff or a Committee.
- viii. Communications from other municipalities requesting endorsement or consideration of their resolutions shall be forwarded to the Chief Administrative Officer and may be added to the appropriate Council or Committee Agenda.
- ix. No Communications shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (c) tenders, requests for proposals or other procurement issues; (d) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (e) any matter that is properly the subject of Closed Session.

2. This By-law shall come into force and take effect on May 1, 2024.

Given First and Second Readings: Tuesday, April 2, 2024

Given Third Reading and Passed: Tuesday, April 2, 2024



James Thompson, Clerk



Ron Vandewal, Mayor

