

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2015-32

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF
THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
BONFIELD,
ITS COMMITTEES AND BOARDS

WHEREAS the Municipal Act, S.D. 2001, c.25, subsection 238 requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary to enact a by-law to reflect current practices, procedures and statutory requirements;

NOW THEREFORE the Council of the Corporation of the Township of Bonfield ENACTS AS FOLLOWS:

1. Definitions

In this By-Law:

- a) **CAO:** means Chief Administrative Officer reporting to Council, the Chief Administrative Officer (CAO) is the senior administrator providing information, advice, and recommendations to Council on issues that affect the municipality in order to ensure that Council makes informed decisions and to fulfill such duties as may be assigned by the Municipality from time to time. Attending all Council meetings.
- b) **Clerk:** means that person appointed by the Council of the Township of Bonfield to fulfill such duties as may be assigned by the Municipality from time to time.
- c) **Committee:** means any advisory or other committee, subcommittee or similar entity appointed by Council.
- d) **Council:** refers to the elected members of Council.
- e) **Councillor:** means a member of the Council of The Corporation of the Township of Bonfield.
- f) **Deputy Mayor:** means the member appointed by resolution of Council to act in the place of the Head of Council when the Head of Council is absent or refuses to act or the office is vacant and while so acting such member has all the powers and duties of the Head of Council.
- g) **Local Board:** means a municipal service board, transportation commission, board of health, planning board and any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a police services board or a public library board.
- h) **Mayor:** means the member elected to preside over council meetings and to oversee the general function of the Council.
- i) **Presiding Officer:** means the Head of Council, or the Chair of a Committee or unless otherwise appointed in accordance with the provisions of this by-law.
- j) **Recorded Vote:** means the recording of the name and vote of every member on any matter of question.
- k) **Secretary:** means that person appointed by the Township to fulfill such duties as assigned by the Municipality from time to time.

- l) **Standing Committees:** are committees created by by-law or resolution of Council and remain in existence at the discretion of Council. Standing committees may be amended from time to time without requiring amendment to this By-Law. The standing committees handle routine duties that need to be carried out on a regular basis and report and recommend directly to council.
- m) **Township:** means The Corporation of the Township of Bonfield, and Municipality has a corresponding meaning.

2. Committees and Boards

- 2.1 All Committees and Boards will be appointed for the term of Council as soon as practicable after the formation of Council, except where otherwise provided by any Act. The Chairperson and Vice-Chairperson shall be selected from the Members of Council. The structure and progress of the Committee and Board Chairs and Vice-Chairpersons shall be reviewed annually.
- 2.2 The Standing Committees of the Township shall be identified as follows, and may be amended from time to time, by the majority of Council, without requiring amendment to this By-Law:
 - a) General Government and Finance
 - b) Planning Advisory Committee
 - c) Public Works Committee
 - d) Fire Dept. Committee
 - e) Recreation and Fitness Committee
 - f) Committee of the Whole
- 2.3 Public members of Committees and Boards, except where otherwise provided by any Act shall be qualified electors of the Township of Bonfield and shall be appointed by resolution of Council. All Committees and Boards shall follow their respective mandates, as established by Council.
- 2.4 All Committees and Boards appointed by Council shall follow these "Rules of Order", with the exception of the Committee of the Whole, as outlined in 2.7, with the word Committee or Board being substituted for Council, Committee member or Board member being substituted for Councillor or Council member or members of Council, Committee secretary being substituted for Clerk.
- 2.5 All Committees and Boards shall submit to Council for approval a Schedule of Meetings annually at their first meeting in each year. Alternate or additional meeting dates shall receive prior approval of the Chair.
- 2.6 A Standing Committee of Council may request that a Subcommittee be established to assist in certain areas of its mandate. A request to Council is required to establish Subcommittees, complete with mandate and composition. The Subcommittee shall be established for the term of Council only, unless otherwise specified. The Subcommittee shall be chaired by either the Chair or the Vice-Chairperson of the Committee overseeing it.

- 2.7** The Committee of the Whole Council has been established as an informal session to rise and report on a matter or matters to Council with respect to Public Works operations and other matters that may arise. The Clerk or designate shall record all directives to Reports or By-Laws as made in Committee of the Whole for subsequent consideration by Council.

3. Rules and Regulations to be Observed

- 3.1** Subject to the provisions of the Municipal Act, 2001, and except as expressly provided in this by-law, Robert's Rules of Order shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in this by-law, and on all points of order or procedure not provided for in this by-law.

4. Council Meetings

- 4.1** An inaugural meeting of Council in an election year shall be held on the first Wednesday of December at 7:00 p.m. in the Council Chambers of the Township of Bonfield. This meeting shall be for the purpose of swearing in the new Council and the Deputy Mayor. In the event of an Emergency, as defined under the Emergency Management Act, the meeting may be held at an earlier date. (Ref 230)
- 4.2** The regular Council meetings shall be on the second Tuesday and fourth Tuesday of each month at the hour of 7:00 p.m. unless otherwise ordered by special motion, or unless such Tuesday shall be a public or civic holiday, in which case the Council shall meet at the same hour the next following day which is not a public or civic holiday. All Council meetings shall be held in the Council Chambers at the Township of Bonfield Municipal Office and in the case of a closed meeting, in the Council Committee room. (Ref 236 - 238(2))
- 4.3** However, in the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality. (Ref 236)

5. Closed Meetings

- 5.1** In accordance with Section 239 of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public only if the subject matter being considered is:
- a) the security of the property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality or local board,;
 - d) labour relations or employee negotiations,
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

- h) a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- i) a meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 - a) the meeting is held for the purpose of educating or training the members; and
 - b) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee, (Ref 239(3.1))

5.2 Before holding a closed meeting or part of a closed meeting, the Council shall state by resolution:

- a) the fact of the holding of the closed meeting; and
- b) the general nature of the matter to be considered at the closed meeting; and the only exceptions to the above would be as set out in the Municipal Act.

5.3 Subject to subsection 5.4, a meeting shall not be closed to the public during the taking of a vote.

5.4 Despite subsection 5.3, a meeting may be closed to the public during a vote if:

- a) subsection 5.1 permits or requires a meeting to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee, or either of them, or persons retained by or under a contract with the municipality or local board.

6. Special Meetings

6.1 The Head of Council may at any time call a special meeting of the Council or upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting. (Ref. 240)

6.2 When possible, a twenty four hour notice will be provided.

7. Presiding Officer

7.1 The Head of Council, except where otherwise provided, shall preside at all meetings of the Council and if the Head of Council is absent for any reason, the Deputy Mayor, as appointed under section 7.3, shall act in his/her place and has all the powers and duties of the head of councillor designated member, as the case may be. (Ref. 241 – 242)

7.2 In the absence of both the Head of Council and the Deputy Mayor, and provided there is a quorum of Council, a Presiding Officer shall be nominated by the members present and while so acting such member has all the powers and duties of the Head of Council or designated member, as the case may be. (Ref. 242)

7.3 The Deputy Mayor may be appointed by resolution of Council at the Inaugural Meeting. Following the municipal elections, the Councillor receiving the greatest number of votes may be appointed Deputy Mayor. If all Councillors are acclaimed to office, the procedure shall be by nomination process.

8. Call to Order

8.1 As soon after the hour fixed for holding the meeting when quorum is present, the Head of Council or other Presiding Officer shall call the meeting to order.

9. Quorum

9.1 A quorum shall be a majority of the Members of Council and should this quorum not be present 15 minutes after the time appointed for the meeting of the Council, the Clerk shall record the name of the members present and the meeting shall stand adjourned until the date of the next regular meeting. (Ref 237)

10. Curfew

10.1 No item of business may be dealt with at a Regular Council meeting after 10:30 p.m., unless authorized by a resolution supported by a majority of the members.

11. The Conduct of Proceedings at Council Meetings

11.1 It shall be the duty of the Head of Council or other Presiding Officer to preside over council meetings so that its business can be carried out efficiently and effectively, and shall: (Ref 225)

- a) open Council meetings by calling the members to order,
- b) announce the business before the Council in the order in which it is to be acted upon,
- c) receive and submit all motions presented by the members,
- d) put to vote all questions duly moved and seconded and to announce the result,
- e) decline to put to vote motions which infringe the rules of procedure,
- f) restrain the members with rules of order,
- g) receive all communications and announce them to the Council,
- h) authenticate, by his/her signature, all by-laws, resolutions and minutes of the Council,

- i) represent and support the Council, declaring its will, and implicitly obeying its decisions in all things,
- j) ensure that the decisions of the Council are in conformity with the laws and by-laws governing the activities of the Council,
- k) expel any person for improper conduct at the meeting, (Ref 241(2))
- l) adjourn the meeting when the business is concluded,
- m) adjourn the meeting, without putting a question, in the case of serious disorder at a Council meeting.

12. Conduct of Members of Council and Guests

12.1 No member shall:

- a) use offensive words or un-parliamentary language in or against the Council or against any member, staff or guest;
- b) disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
- c) speak on any subject other than the subject in debate;
- d) Resist the rules of council or disobey the decisions of the Mayor or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- e) leave a meeting without first obtaining permission from the Mayor or presiding officer;
- f) be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of Council, until the next meeting and without making an apology to Council;
- g) interrupt the member who has the floor except to raise a point of order;
- h) as described in section 224 of the Municipal Act, 2001.

12.2 No person may be allowed to address Council or speak in debate without permission of the Mayor or presiding officer.

13. Agenda

13.1 Agendas shall be generally formatted as follows, but modifications to the matters to be included, or the order of business, may be effected without requiring amendment to this by-law:

- a) Call to Order
- b) Adoption of Minutes
- c) Disclosure of Pecuniary Interest and General Nature Thereof
- d) Presentations and Delegations
- e) Questions or presentations shall not pertain to council meetings but at committee meetings and will be recorded with the answer given at the next meeting or at the discretion of the committee chair;

- f) Minutes and Reports from Municipal Committees and boards, and recommendation thereof;
- g) Reports from Non-Municipal Committees and Boards.
- h) Notice of Motion
- i) By-Laws
- j) Disbursements
- k) Correspondence and Information
- l) New Business
- m) Budget Review
- n) Unfinished Business
- o) Addendum, if required
- p) Confirmatory By-Law and Adjournment

13.2 Any member of Council may have an item placed on the agenda by submitting in writing this item to the Clerk no later than 12:00 noon the Thursday preceding the date of the meeting;

13.3 The Clerk shall prepare an agenda along with copies of all correspondence, minutes, reports and all supporting and background material forming part of this agenda. Insofar as is practicable, the Agenda shall be prepared and made available to members of Council, the Friday preceding the regular meeting and shall be electronically sent and a hard copy be placed in a locked mailbox with personalized keys for access at any time.

13.4 The business of the Council shall be disposed of in the order in which it appears on the agenda and no new items may be introduced unless authorized unanimously by the Council.

13.5 The agenda cover sheet (excluding the supporting material) will be available to the public at the beginning of the meeting. All supporting material, including the binder of disbursements, (excluding confidential material and any other material protected from disclosure under any other act) will be made available for visual inspection by the public in the Council Chambers just prior to and during, the Council meeting. No copies will be permitted. A breakdown of disbursements by Department will be posted on the Township website along with the Council agenda. The Agenda packages for Council members shall not be disclosed to the general public until duly considered, accepted or dealt with by Council at a meeting, unless protected from disclosure under any other Act.

13.6 The agenda cover sheet (excluding the supporting material) will be available to the public at the beginning of the meeting. All supporting material included in the Agenda packages for Council members shall not be disclosed to the general public until duly considered, accepted or dealt with by Council at a meeting, unless protected from disclosure under any other Act.

14. Minutes

- 14.1** It shall be the responsibility of the Clerk to maintain accurate minutes of the Council meetings and in these minutes shall record:
- a) the date and time of the meeting,
 - b) the name of the Head of Council and Council members present,
 - c) the correction, amendment and adoption of minutes,
 - d) without note or comments, all resolutions, decisions and other proceedings of the Council. (Ref 228)

15. Presentations and Delegations

- 15.1** Persons wishing to address the Council may do so by informing the Clerk on or before the Thursday immediately preceding the meeting.
- 15.2** Every petition shall be legibly written setting out the specifics of the presentation and shall not contain any obscene or improper matter or language.
- 15.3** Each delegation shall be limited to speaking not more than 10 minutes. Delegations of 2 or more persons will be permitted 2 speakers with 5 minutes each with a maximum of 5 presentations in total for any council meeting.

16. By-Laws and Proceedings

- 16.1** Every by-law shall be introduced by a motion duly moved and seconded by members and specifying the title of the by-law,
- a) every by-law when introduced shall be type written and shall be completed except for the number and date thereof,
 - b) every by-law shall have three readings prior to being passed,
 - c) the first and second reading of a by-law shall be made without amendment or debate, if the Council so determines, a by-law may be taken as read,
 - d) when a by-law is accepted without amendment, it shall be forthwith read a third time and passed,
 - e) every by-law enacted by the Council shall be under the seal of the Corporation and shall be numbered and signed by the Clerk and by the Head of Council or Presiding Officer at the meeting at which the by-law was passed, and returned to the Clerk for safekeeping. (Ref 249)

17. Motions

- 17.1** A motion must be presented in writing and properly seconded before the Presiding Officer can put the question or before a motion can be properly recorded in the minutes.
- 17.2** A motion in respect of a matter, which is beyond the jurisdiction of the Council, (Ultra Vires) shall not be in order.

- 17.3** The persons moving and seconding must be present at the time the motion is read and voted upon.
- 17.4** The mover of a motion shall have the privilege of being the first speaker in the debate on the motion, and shall have the further privilege of speaking once more to conclude the debate.

Withdrawal

- 17.5** After a motion is read or stated by the Presiding Officer, it shall be deemed to be in possession of the Council, but may be withdrawn before decision or amendment and it is as though the original motion had never been made. If another member objects, however, the Presiding Officer will have to ask for a vote on the issue. A motion to withdraw cannot be debated or amended.

Priority of Disposition

- 17.6** A motion properly before the Council for decision must receive disposition before any other motion can be received except for exceptions as further noted.
- 17.7** A motion not decided upon by the Council shall be allowed to take precedence on the next regular agenda unless otherwise decided by the majority of members.

Refer to Committee

- 17.8** A motion to refer a matter under discussion by the Council to a Committee or Board shall preclude all amendments of the main question until it is decided.

Amendments

- 17.9** A motion to amend:
- a) shall be presented in writing for the agenda,
 - b) shall receive disposition of the Council immediately,
 - c) shall not be amended more than once,
 - d) shall be relevant to the question or matter in progress,
 - e) shall not be received negating the question,
 - f) may propose a separate and distinct disposition of a question.
- 17.10** A motion cannot be put forth on the previous question when an amendment is under consideration.

To adjourn

- 17.11** A motion to adjourn:
- a) shall always be in order except as provided by these rules,
 - b) is not in order when a member is speaking or during the verification of a vote.

Privilege

17.12 A motion on a matter of privilege shall receive disposition immediately upon receipt by the Council, and when settled the question so interrupted shall be resumed from the point where it was suspended.

Reconsideration

17.13 When a Council has decided either for or against a certain question, it shall NOT reconsider the same question during the same calendar year, unless a motion to reconsider, presented by a prevailing member (one who voted on the prevailing or affirmative side of the original motion), has been passed by the majority of the members present.

17.14 No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered unless new information is received in writing, which would suggest otherwise.

17.15 No discussion of the main question shall be allowed until the Council has dealt with the motion to reconsider. The member who gives the notice of reconsideration shall have the privilege of stating his/her reasons for doing so.

17.16 If a motion to reconsider is decided in the affirmative, such reconsideration shall not be made until a subsequent meeting of Council and must be presented to the Clerk in the form of a Notice of Motion prior to the preparation of the Agenda for that meeting.

17.17 Debate on a motion to reconsider must be confined to reasons for or against reconsideration.

17.18 In the event of a resolution that was defeated due to an equality of votes, both sides shall be considered as prevailing.

Notice of Motion

17.19 Before Meeting - A notice of motion may be submitted to the Clerk by a member at any time and, each notice of motion the Clerk has received prior to the preparation of the Agenda, shall be included on the Agenda for that meeting under the item "Notice of Motion". In this event, the Presiding Officer shall read the notice of motion. It shall be duly recorded in the minutes and shall form part of the Agenda for the meeting under the item "New Business".

17.20 At Meeting - A member may also submit, in writing, a notice of motion during the meeting under the Agenda item "Notice of Motion". In this event, the Presiding Officer shall read the notice of motion. It shall be duly recorded in the minutes and shall form part of the Agenda for the subsequent meeting under the item "Notice of Motion".

17.21 A motion not on the Agenda shall not be presented without the prior notice required under this section.

17.22 Withdrawal of Notice - Notwithstanding section 17.19, any motion may be introduced without notice, if Council dispenses with such notice by resolution passed by a majority of the members present.

17.23 The presentation of a notice of motion does not require a mover or a seconder until it comes before a meeting for debate.

17.24 A motion for which notice was given in accordance with this by-law must be moved and seconded at the meeting on which it appears on the agenda for debate.

17.25 A notice of motion must be presented in the appropriate motion format.

18. Voting on Motions

Question stated:

18.1 Immediately preceding the taking of the vote, the Presiding Officer shall state the question in the precise form in which it will be recorded in the minutes.

No interruptions

18.2 After the Presiding Officer commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question.

18.3 The Presiding Officer shall vote on any matter without having to vacate the room when a recorded vote is called for.

Vote not Allowed

18.4 A member, not present when a question is put forth, shall not be allowed to vote on this question.

Unrecorded Vote

18.5 The manner of determining the decision of the Council on a motion shall be a show of hands, except when a recorded vote is requested by any member.

Recorded Vote

18.6 If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote. (Ref 246(1))

18.7 The Clerk shall call by name the members of Council present in alphabetical order and then the Presiding Officer and the Clerk shall so record each member's vote, and such vote shall be recorded in the Minutes.

18.8 A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote. (Ref 246(2))

18.9 After completion of the recorded vote, the Presiding Officer shall announce the results.

18.10 Record Vote For/Against - If there is no request for a recorded vote, a member may request the Clerk to record his/her vote only, either for or against the question, as the case may be. Such vote shall be recorded in the Minutes.

18.11 Votes Equal - Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act. (Ref 245)

19. Rules of Debate

- 19.1** Every member wishing to speak on any motion or question shall address the Presiding Officer for permission to speak. When two or more members request to speak at the same time, the Presiding Officer shall decide who has the floor.
- 19.2** When a member is speaking no other member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a point of order.
- 19.3** Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 19.4** No member shall speak more than once to the same question without leave of the Council, except that a reply shall be allowed to be made only by the member who has presented the motion, but not by any member who has moved an amendment or a procedural motion.
- 19.5** No member, without leave of the Council, shall speak to the same question, or in reply, for longer than five minutes.
- 19.6** A member may ask a question only for the purpose of obtaining information relating to the matter under discussion.
- 19.7** When the Presiding Officer calls for the vote on a question, each member shall occupy his/her seat and shall remain in place until the results of the votes has been declared by the Presiding Officer.
- 19.8** If a member disagrees with the announcement of the Presiding Officer that a question is carried or lost he/she may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken.
- 19.9** A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote. (Ref 246(2))
- 19.10** The following matter of motions may be introduced orally without written notice and without leave:
- a) a point of order or personal privilege
 - b) presentation of petitions
 - c) to table the motion
 - d) to postpone to specific time or indefinitely
 - e) to move the previous question
- 19.11** The following motions may be introduced without notice and leave, but shall be in writing and signed:
- a) to refer
 - b) to adjourn
 - c) to amend
 - d) to suspend the rules of procedure

19.12 In all cases not provided for in the proceedings of the Council, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council on a point of order.

20. Points of Order and Privilege

20.1 The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings.

20.2 When a member wishes to call attention to what the member believes to be a violation of the rules of procedure, the member shall, when once recognized by the Presiding Officer, raise the point of order. On raising the point of order, a member shall state the point of order with a concise explanation and the Presiding Officer shall rule upon the point of order.

20.3 Unless a member immediately appeals the ruling of the Presiding Officer, the ruling on the point of order shall be final.

20.4 If an appeal is made, the member appealing shall, after announcing the appeal, state the reasons for the appeal and the Presiding Officer may then indicate why the appeal should be rejected and the ruling upheld.

20.5 Without debate, the members by roll call will then vote on the appeal and its decision shall be final.

20.6 If the appeal is upheld, then the Presiding Officer shall change his/her ruling accordingly. If the appeal is rejected, then the Presiding Officer's ruling stands.

21. Conduct of Members

21.1 No member shall speak disrespectfully of the Queen, or any Member of the Royal Family, or of the Governor-General, the Lieutenant-Governor, any Member of the Senate, the House of Commons or the Legislative Assembly of the Province of Ontario.

21.2 Every member, prior to speaking, shall address the Presiding Officer, shall confine his/her remarks to the question and shall not use any indecorous or offensive language and shall avoid personalities.

21.3 No member shall:

- a) use offensive words or un-parliamentary language in or against the Council or against any member,
- b) speak on any subject other than the one in debate,
- c) criticize any decision of the Council except for the purpose of moving a reconsideration,
- d) disobey the rules of the Council or a decision of the Presiding Officer.

21.4 When the Presiding Officer is putting a question, no member shall leave or make disturbances.

22. Amendment or Repeal of By-Law

- 22.1 Except as otherwise provided, no amendment or repeal of this by-law shall be considered at any meeting unless notice of the proposed amendment or repeal has been given at a previous regular meeting and in accordance with the provisions of the Municipal Act, 2001.
- 22.2 Notwithstanding Section 22.1, this by-law shall be reviewed at least once during every term of Council.

23. Public Notice of Meetings

- 23.1 In accordance with Section 238(2.1) of the Municipal Act, 2001, as amended, the procedure by-law shall provide for public notice of meetings.
- 23.2 The following notices shall be provided for Regular Council, Committee and Board meetings:
 - a) Following the submission of the annual schedule of meetings by Committees and Boards, in accordance with Section 2.5 of this by-law, a Notice of Meetings schedule for all Council, Committee and Board meetings shall be placed on the Municipal Web Site and posted at the Municipal Office, and updated as required.
 - b) Notice of Special Council, Committee and Board meetings shall be given by publication of future special meetings in previous agendas and posting of Notice on the Municipal Website and at the Municipal Office as soon as practicable after notice of the Special Meeting has been given.

24. Effective Date

- 24.1 This by-law shall become effective upon the date of enactment.
- 24.2 That By-Law No. 2007-50, and all by-laws inconsistent with this by-law, are hereby repealed.
- 24.3 That By-Law No. 2003-38, and all by-laws inconsistent with this by-law, are hereby repealed.

READ A FIRST AND SECOND TIME ON THIS 9th DAY OF FEBRUARY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF , 2016

MAYOR

CLERK