
Being a Procedural By-law for governing the calling, place and proceedings
of meetings of the Municipal Council for the Township of Madoc.

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

AND WHEREAS Council deems it expedient to pass such a by-law;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MADOC HEREBY ENACTS AS FOLLOWS:

1.0 DEFINITIONS:

- 1.1 **“CLERK”** shall mean the Clerk of the Corporation of the Township of Madoc as appointed under Section 228 the Municipal Act or his/her designate who shall have all the powers and duties of the Clerk under the Municipal Act.
- 1.2 **“CLOSED SESSION”** shall mean meetings of Council from which Members of the public shall be excluded, and shall be held in accordance with the provisions of the Municipal Act and this By-law .
- 1.3 **“COMMITTEE OF THE WHOLE”** shall mean a meeting of Council in Committee format for discussion purposes.
- 1.4 **“COMMITTEE”** means any advisory or other committee, subcommittee or similar entity established by Council.
- 1.5 **“CONFLICT OF INTEREST”** means a pecuniary interest as defined in the Municipal Conflict of Interest Act
- 1.6 **“COUNCIL”** means the elected and sworn Members of the Council of the Township of Madoc.
- 1.7 **“DEPUTY REEVE”** shall mean the Deputy Reeve who shall act as presiding officer in the absence of the Reeve.
- 1.8 **“HEAD OF COUNCIL”** means the Reeve for the Corporation of the Township of Madoc.
- 1.9 **“LOCAL BOARD”** means a local board as defined in the Municipal Act.
- 1.10 **“MEETING”** meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where, a quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 1.11 **“MEMBER”** means the Reeve or a Councillor of the Corporation of the Township of Madoc or a Member of a committee.
- 1.12 **“PRESIDING OFFICER”** means the person presiding at a meeting.
- 1.13 **“QUORUM”** shall mean a majority (more than half) of the whole number of Members of Council or a Committee.

2.0 INTENT OF BY-LAW

- 2.1** The rules and regulations hereinafter provided shall govern the proceedings of the Council and the Committees of the Corporation of the Township of Madoc thereof. Any part or parts of this By-law may be suspended if agreed upon by a majority of the Members present unless the part or parts are prescribed by statute or law.
- 2.2** All Points of Order of Procedure not provided for in these Rules shall be decided in accordance with Robert's Rules of Order and the Reeve shall submit the ruling without debate.

3.0 LOCATIONS, MEETING TIMES AND NOTICE

- 3.1** The First or Inaugural Meeting of the Council of a local Municipality after a regular election shall be held on the first Monday in December, at 5:00 p.m. in the forenoon, in the Madoc Township Council Chambers.
- 3.2** At the inaugural meeting Members shall take the Declaration of Office.
- 3.3** Council shall hold regular Council Meetings in the Council Chambers located at 15651 Highway 62, Madoc, Ontario, or other designated location on the first and third Wednesday of each month. The meetings shall commence at 5:30 p.m. in the evening.
- 3.4** Where a conflict between the scheduled date or time of a Regular Council Meeting and another event of significance arises, the Reeve may cancel the Council Meeting or reschedule the meeting to a different date or time of commencement.

4.0 MEETINGS OF COUNCIL

- 4.1** At the hour appointed, when a quorum is present, the Reeve shall call Council to order and, if a quorum is not present within fifteen (15) Minutes after the hour appointed the meeting shall be cancelled.
- 4.2** Except as otherwise provided in this By-law or the Municipal Act, all regular and special meetings of Council and of Committees and Local Boards shall be open to the public.
- 4.3** No person but a Member of support staff shall be allowed to approach the Council during a Session of Council without the permission of the Reeve or Council or unless given delegation status as described in Section 12 (6).
- 4.4** Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council.

5.0 CLOSED SESSIONS

- 5.1** A meeting or part of a meeting may be closed to the public 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) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5.2 A meeting or part of a meeting shall be closed if the subject matter being considered is:

- (a) 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; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act*.

5.3 Educational or training sessions

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:

1. The meeting is held for the purpose of educating or training the Members.
2. 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.

5.4 Resolution- Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,

- (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
- (b) in the case of a meeting under subsection (5.3), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

5.5 A meeting of Council, committee or local Board shall not be closed to the public during the taking of a vote.

Exception A meeting may be closed to the public during a vote if, section 5.1, 5.2 and 5.3 permits or requires the meeting to be closed to the public; **and** 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 of either of them or persons retained by or under a contract with the municipality or local board.

6.0 SPECIAL MEETINGS OF COUNCIL

6.1 Special meetings of Council other than as described in Section 4.0 of this By-law may be held from time to time and may be initiated either by the Reeve, or a petition of the majority of Members to the Clerk.

6.2 The Reeve may call a special meeting other than as described in Section 4.0 of this By-law to deal with a matter that is deemed to require immediate action.

6.3 Notice of such a special meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message. Notice to the public shall be posted on the municipal website.

6.4 Special meetings require minimum notice of **48 hours** unless otherwise agreed to by a majority of Members to the satisfaction of the Clerk.

6.5 At special meetings of the Council, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

6.6 No business except the business dealing directly with the items listed on the meeting agenda shall be transacted at a special meeting of Council or Committee.

7.0 ROLE OF THE REEVE

7.1 It is the role of the Reeve as the Head of Council:

- a) To Act as Chief Executive Officer of the municipality,
- b) To preside over Council meetings so that its business can be carried out efficiently and effectively,
- c) To provide leadership to Council, and to provide information and recommendations to the Council with respect to the role of council described in clauses 224 (d) and (d.1) of the Municipal Act,
- d) To represent the municipality at official functions,
- e) To carry out the duties of the Head of Council under the Municipal Act and any other Act; and
- f) To provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Township of Madoc.

7.2 As Chief Executive Officer of the municipality, the Head of Council shall:

- a) Uphold and promote the purposes of the municipality,
- b) Promote public involvement in the municipality's activities,
- c) Act as the representative of the municipality both within and outside the Municipality and promote the municipality locally, nationally and internationally; and
- d) Participate in and foster activities that enhance the economic, social and environmental well being of the municipality and its residents.

8.0 ROLE OF THE DEPUTY REEVE

8.1 The Deputy Reeve shall act in the place of the Reeve when the Reeve is absent or refuses to act or the office is vacant, and while so acting the Deputy Reeve shall have all the powers and duties of the Reeve.

9.0 ROLE OF COUNCIL

9.1 It is the role of Council:

- a) To represent the public and consider the well-being and interests of the municipality,
- b) To develop and evaluate the policies and programs of the municipality,
- c) To determine which services the municipality provides,
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council,
- e) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality,
- f) To maintain the financial integrity of the municipality; and
- g) To carry out the duties of Council under any Act.

10.0 DUTIES OF THE PRESIDING OFFICER

10.1 It shall be the duty of the Presiding Officer to:

- a) ensure that a quorum is established and maintained throughout the course of the meeting;
- b) announce the business before Council in the order in which it is to be acted upon;
- c) receive, submit and put to a vote all motions which are duly moved and seconded, and to announce the results;
- d) decline to put to a vote all motions that infringe upon the Rules;
- e) restrain all Members, within the rules, which engaged in debate;
- f) enforce on all occasions the observance of order and decorum among the Members;
- g) authenticate, by signature when necessary, all by-laws, resolutions, and minutes of Council or Committee meetings;
- h) recess the meeting where necessary in accordance with the Rules;
- i) call for adjournment of the meeting when the business is concluded; and
- j) adjourn the meeting without question, or suspend the meeting to a time to be named, in the case of a grave disorder.

11.0 CONDUCT OF MEMBERS

11.1 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.

11.2 Should more than any one Member at one time wish to address the Presiding Officer, the Presiding Officer shall name the Member who is to speak first.

11.3 No person other than the one proposing a question (who shall have leave to reply) shall speak more than once without leave of the Presiding Officer, unless it is to explain their remarks that have been misunderstood, and then the Member shall not introduce any new matter.

11.4 The Presiding Officer may call a Member to order while speaking, whereupon the Member called to order shall be silent on the matter and shall not further speak until the point of order is determined, unless it be to appeal the decision of the Presiding Officer.

11.5 When the Presiding Officer is putting a question, no Member shall walk out of, or across the Council Chamber, nor when a Member is speaking shall any other Member hold discourse or interrupt the speaker except to a question of order, nor pass between the speaker and the Presiding Officer.

12.0 AGENDAS

The Clerk shall cause to be prepared for Regular and Special Council meetings a meeting agenda that shall conform to the following order of business:

1. Call to Order

2. Approval of Agenda

-Additions to the Agenda – Additions to the agenda during a meeting of Council may only be for matters of an urgent nature that cannot be delayed until the next regular meeting of Council. Such additions to the agenda may be permitted by unanimous approval of the Members present.

3. Disclosure of Pecuniary Interest and the general nature thereof

- a) A Member shall disclose a Conflict of Interest in accordance with the Municipal Conflict of Interest Act and shall,
 - prior to any consideration of the matter at a meeting, disclose the interest and the general nature thereof;
 - not take part in the discussion of, or vote on any motion in respect of the matter; and
 - not attempt to in any way whether before, during or after the meeting to influence the voting on any such motion.
- b) If the conflict as defined in sub section 3 (a) is with respect to an item on a Closed Session agenda, in addition to complying with the requirements of subsection 3 (a) above, the Member shall forthwith leave the Closed Session or that part of the Closed Session during which the matter is under consideration.
- c) Where the interest of a Member has not been disclosed by reason of the Member's absence from a meeting wherein the matter was discussed, the Member shall disclose the interest at the next Council meeting attended by the Member.

4. Adoption of Minutes of Previous Council Meetings

The Minutes of Council as taken by the Clerk or designate shall consist of a record of all proceedings taken in the Council. Pursuant to the *Municipal Act, 2001*, the Minutes shall be a factual recount without note or comment.

5. Statutory Public Meetings

6. Presentations/Delegations

a) Any person desiring to present information orally on matters of fact or to make a request of Council shall make such request no later than 10:00 a.m. on the Thursday before the subject meeting and time before Council will be arranged for as soon as is practicable and appropriate. Any exceptions must be approved by a majority of Council.

b) Each delegation shall be limited in speaking to not more than ten Minutes. Extensions to these limits will be at the discretion of the majority of Council.

c) The Clerk or designate may direct that a delegation be received by a Committee for Committee consideration and recommendation to Council on a particular matter rather than addressing Council directly.

7. Planning Matters

8. Staff Reports - All staff reports presented to Council or Committee will be in writing and will clearly indicate any decisions required to come from the report at the meeting.

9. Minutes of Advisory Committees of Council - All Committee Minutes and Reports following adoption by Council shall be kept in the Clerk's Office and shall be made available for viewing during normal office hours and shall be posted on the municipal website, save and except those Minutes and Reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 4 of this By-law and subject to the provisions of any applicable by-law, act or statute.

10. Minutes of Statutory Committees, Boards and External Agencies

11. Correspondence - as received in the Clerk's Office no later than 1:00 p.m. on the Thursday previous to the subject meeting. Correspondence shall be referred by the Reeve and/or Clerk to the appropriate Committees at their regular meetings or after presentation to the Council, whichever comes first. Correspondence for which no action has been directed nor discussion taken place shall be deemed to have been received by Council.

12. Items Added to the Agenda – Any items added to the agenda under 2. Approval of Agenda which Council has determined are of an urgent nature that cannot be delayed until the next regular meeting of Council.

13. Unfinished Business - matters directed by Council for completion at a previous meeting for presentation at the subject meeting including the giving of Notice of Motion for any Motion to be brought before Council at a subsequent meeting by any Member.

14. By-laws - by-laws are to be numbered and considered read the number of times required at that session of Council, and shall be discussed, committed or amended forthwith.

Every By-law once passed and / or Agreement once authorized shall be dated and duly signed and sealed by the Reeve or Presiding Officer, and Clerk or designate.

15. Closed Session (as required)

15.1 Meeting Agendas for Closed Session-

The Clerk shall prepare an agenda for the Closed Session which shall include a list of items to be considered and shall identify the subsection of the Municipal Act or other applicable legislation, which authorizes each item to be considered at the Closed Session.

15.2 The Clerk shall circulate the Closed Session agenda to all Members of the Council.

15.3 Once in a Closed Session meeting, no items may be added to the agenda or discussed at that meeting.

15.4 Closed Session Minutes shall be kept of all Closed Session meetings, identifying the Members present and absent, the officers present. All items discussed during closed session shall be recorded in the minutes so as to clearly identify the topic and the direction of Council.

15.5 Closed Session Confidentiality - No Member of Council shall distribute any reports or items, or disclose the nature or content of discussions regarding any matters that are part of a Closed Session meeting.

16. Confirmatory By-law – Council shall adopt a confirmatory by-law respecting the actions taken by Council with respect to each report, motion, resolution or other action taken by Council at a Council meeting and such by-law may be given three readings by one motion that is not amendable or debatable.

17. Adjournment.

13.0 ORDER OF BUSINESS

13.1 Business of Council shall be taken in the order as it stands upon the agenda.

13.2 The Presiding Officer or designate of each Committee submitting a report to Council shall field questions regarding same during discussions of that report as may be required.

13.3 When any matter listed on the agenda is left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting of the Council.

14.0 COMMITTEE OF THE WHOLE

14.1 The Rules of the Council as provided for in this By-law shall be observed in Committee of the Whole and in the procedure of Committees of Council, excepting the Rules relating to the vote being recorded. The Clerk or designate or Committee Secretary shall record in the Minutes all Resolutions and recommended amendments to Reports or By-laws as made in Committee of the Whole or Committee for subsequent consideration by Council.

15.0 MOTIONS / RESOLUTIONS

15.1 After a Motion has been Moved and Seconded, and placed under the direction of the Reeve or Presiding Officer, it shall be considered to be in the possession of the Council but may be withdrawn with the consent of the Mover and Seconder.

15.2 Every Motion as herein provided when duly Moved and Seconded shall be read by the Clerk in the precise form in which it was introduced and in which it will be recorded in the Minutes and the question shall then be open for discussion and consideration.

15.3 Prior to a question being voted on, each Member present in the Council Chamber shall take their seat and shall vote unless they have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act.

15.4 A motion to amend when duly moved and seconded:

- a) May be presented verbally;
- b) Shall receive disposition of Council before the original question;
- c) Shall not be amended more than twice before voting;
- d) Shall be relevant to the question to be received;
- e) Shall not be received proposing a direct negative to the question;
- f) May propose a separate and distinct disposition of a question;
- g) May propose to separate two or more components contained in the original question.

15.5 A motion to recess is permissible when there is business before Council for consideration;

shall specify the length of the recess;

is not debatable except with regard to the length of the recess; and

shall be amendable with respect to the length of the recess only.

15.6 A motion to defer or refer shall state the reasons for the deferral or referral and is not debatable.

15.7 After a question is deemed to be finally put by the Reeve or Presiding Officer no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

15.8 The decision of the Reeve as to whether the question has been finally put shall be final, except on appeal by any Member, upon which the decision of a majority of Council shall be conclusive.

15.9 Any Member may require any question to be repeated from the Presiding Officer prior to the voting on such question.

15.10 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 with the Presiding Officer voting last.

15.11 A failure to vote under Clause 15.10., above, 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.

15.12 The Reeve shall declare the vote on all questions and should his/her declaration be stated by any Member to be in doubt, the Reeve shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.

15.13 A tie vote shall be declared to be a lost vote.

16.0 POINT OF ORDER

16.1 A Member may raise a point of order at any time, including interrupting another Member who has the floor, to bring to Council's attention:

- Any breach of the Rules;
- A deviation from the matter under considering where the current discussion is not within the scope of the motion on the table;
- Any other irregularity in the proceedings.

16.2 When a Member rises on a point of order, the Presiding Officer shall allow the Member to state the point of order, and the Presiding Officer shall state his/her ruling on the matter.

16.3 If a Member appeals the Ruling of the Presiding Officer the Member shall have the right to give their reasons for the appeal, following which the Presiding Officer shall have the right to reply and Council shall then decide whether the ruling of the Chair shall be sustained. If no Member appeals, the ruling of the Presiding Officer shall be final.

17.0 POINT OF PERSONAL PRIVILEGE

17.1 A Member may rise at any time on a point of personal privilege where such Member feels that his/her integrity, or the integrity of the Council, a Committee or anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.

17.2 When a Member rises on a point of personal privilege, the Presiding Officer shall allow the Member shall state their point, and the Presiding Officer shall state his/her ruling on the matter.

17.3 If a Member appeals the Ruling of the Presiding Officer the Member shall have the right to give their reasons for the appeal, following which the Presiding Officer shall have the right to reply and Council shall then decide whether the ruling of the Chair shall be sustained. If no Member appeals, the ruling of the Presiding Officer shall be final.

17.4 Where it has been determined that a breach of privilege has taken place, the Presiding Officer shall demand that the offending Member or individual apologize and failing such apology shall require the Member or individual to vacate the meeting room for the duration of the meeting.

18.0 NOTICE OF MOTION

18.1 A Member may introduce a notice of motion directly to a Council or Committee meeting, following which a copy of the motion shall be filed with the Clerk and the motion shall form part of the next Council Agenda for discussion. Following such notice there shall be no debate or discussion on the motion until it is contained in an Agenda or unless agreed upon by a vote of a majority of the Members present.

19.0 RULES OF DEBATE

19.1 Every Member prior to speaking to any question or motion must first be recognized by the Presiding Officer.

19.2 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.

20.0 RECONSIDERATION

20.1 A motion to reconsider a Resolution entered upon the Minutes shall not be received or put unless agreed upon by vote of a majority of the Members present prior to the question being considered and any motion to reconsider shall be considered a main motion.

21.0 PROCEDURAL APPEALS

21.1 Any Member may appeal a procedural decision of the Presiding Officer to the Council.

21.2 The Presiding Officer shall decide all questions of order and the decision of the Presiding Officer shall be final, subject to an appeal, with the Presiding Officer retaining the option of putting any question of order to Council and in such instances the decision of Council shall be final. Upon an appeal of any decision of the Presiding Officer the question of order shall be decided by Council and the decision shall be final.

22.0 EXPULSION FOR IMPROPER CONDUCT

22.1 The Presiding Officer, where a warning or ruling has not been heeded, may expel any Member or person from the meeting place for improper conduct at the meeting for:

- violation of the Rules;
- interruption of the proceedings of Council;
- making of disruptive noise or visible gestures;
- campaigning for any political cause or outcome; or
- any other activity that impedes the conduct of the meeting.

22.2 Where the Presiding Officer expels any Member or person from the meeting, such Member or person shall vacate the meeting place forthwith.

22.3 Where the expulsion applies to a Member, the Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling of expulsion.

22.4 If a Member appeals the Ruling of the Presiding Officer the Member shall have the right to give their reasons for the appeal, following which the Presiding Officer shall have the right to reply and Council shall then decide whether the ruling of the Chair shall be sustained. If no Member appeals, the ruling of the Presiding Officer shall be final.

23.0 COMMITTEES

23.1 The Council may, from time to time, create Advisory Committees for the purpose of dealing with or advancing a special project or business. Council will appoint members to these Committees as they deem necessary.

23.2 The Rules of Procedure for Committee operations shall be those contained in this By-law where applicable unless otherwise prescribed by statute or law.

23.3. Standing, Advisory and Ad-hoc Committees wholly within the sphere of the jurisdiction of Council may be established, revised, disbanded and replaced as Council deems necessary. All Members of such Committees shall be qualified electors within the municipality.

23.4 The Head of Council shall be an ex-officio Member of all Municipality Standing, Advisory and Ad-hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda.

24.0 NOTICE

24.1 Notice to Members of Council and Committee

- a) A minimum of 72 hours notice shall be provided to Members prior to the holding of a Regular Council or Committee meeting, which shall be given by release of a meeting agenda.
- b) A minimum of forty eight (48) hours notice shall be provided to Members prior to holding of a Special meeting, which may be given by release of a meeting agenda, written notice, email, or by telephone call.
- c) Notwithstanding any other provision of this By-law to the contrary, a Council meeting may be held to deal with an emergency with less than the requisite notice, provided the Clerk has endeavoured to notify all Members about the meeting in the most expedient manner. No business except business dealing directly with the emergency shall be transacted by Council.

24.2 Notice to the Public of Council Meetings

- a) Notice of Council meetings to the public shall be provided a minimum of forty eight (48) hours prior to the meeting through:
 - Release of a meeting agenda by the Clerk;
 - Posting of the time and date of the meeting on the Municipal web site.
- b) Upon release of a Council meeting agenda, the Clerk shall:
 - Maintain copies of the meeting agenda in the office of the Clerk for review by members of the public; and
 - Post the meeting agenda on the Municipal web site.

24.3 Notice to the Public of Meetings of Committees

- a) Notice of a committee meeting shall be provide through:
 - Release of a meeting agenda for the meeting; and
 - Posting of the time and date of the meeting on the Municipal web site.

AND FURTHER that this By-law does hereby repeal By-law 1420-2017 and replaces any and all By-laws not consistent with this By-law;

AND FURTHER that this By-law shall come into force and take effect upon the enactment thereof.

**READ A FIRST, A SECOND AND THIRD TIME AND FINALLY PASSED
THIS 3rd DAY OF October, 2018.**

Reeve

Acting Clerk