

**APPENDIX “IV”
AMENDMENTS TO PROCEDURAL BY-LAW**

Sec #	Actual	Sec #	Suggested Amendment
3	Holding of Meetings	3	Meetings of Council
3.1	<p><u>Council/Committee meetings held in the Council Chambers</u> The regular meetings of Council and Committee of the Whole shall be held in the Council Chambers of the Civic Centre, 26557 Civic Centre Road, Keswick, Ontario, in accordance with the schedule adopted by Council. The Council meetings shall normally be held on the second and fourth Mondays of each month at 7:00 p.m. and the Committee of the Whole shall be held on the first and third Mondays of each month commencing at 9:00 a.m, <i>except</i>; (a) when otherwise directed by resolution of Council; or (b) when the Mayor advises otherwise upon a minimum of 48 hours notice, provided that this notice shall not be required in an emergency</p>	3.1	<p><u>Regular Meetings</u> The regular meetings of Council and Committee of the Whole shall be held in the Council Chambers of the Civic Centre, 26557 Civic Centre Road, Keswick, Ontario, in accordance with the schedule adopted <u>annually</u> by Council. The Council meetings shall normally be held on the second and fourth Mondays of each month at 7:00 p.m. and the Committee of the Whole shall be held on the first and third Mondays of each month commencing at 9:00 a.m, <i>except</i>; (a) when otherwise directed by resolution of Council; or (b) when the Mayor advises otherwise upon a minimum of 48 hours notice, provided that this notice shall not be required in an emergency</p>
3.4.1	<p><u>Mayor May Summon a Special Meeting</u> The Mayor may, at any time, request the Clerk to summon a special meeting for the purpose and at the time, date and place specified by the Mayor</p>	3.2	<p><u>Special Meetings</u> The Mayor may at any time call a Special meeting of Council by providing written direction to the Clerk to issue a Notice of Special Meeting</p>
3.4.2	<p><u>Clerk to Advise Members</u> The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Members for the purpose, and at the time, date and place specified in the petition</p>	3.3	<p><u>Clerk to Advise Members</u> Upon the receipt of a petition of the majority of Members, the Clerk shall call a Special Meeting for the purpose and at the time noted in the petition.</p>
3.4.6	<p><u>Special Meetings at the call of the Mayor or by petition from the Members</u> At Special meetings of the Council, it shall not be within the jurisdiction of Council at that meeting to consider or decide upon any matter unless such matter had been specified in the notice calling the meeting. This provision may only be waived where all Members of Council present vote upon a motion to waive this clause.</p>	3.4	<p><u>Matters Decided at Special Meetings</u> At a special meeting of Council, Council shall not decide upon any matter unless the matter has been specified in the Notice calling the meeting. The provision may be waived with a two-thirds majority vote</p>

3.4.5	<p><u>Special Meeting following the Committee of the Whole</u> Where it is deemed necessary to hold a meeting that is not a regularly scheduled meeting as evidenced by the consent of two-third of all the members present, a Special meeting of Council may be held in order to deal with a range of matters including, but not limited to, ratifying, confirming and expediting business arising out of the Committee of the Whole, matters which require urgent consideration or matters which require the Mayor and Clerk to sign and affix the seal of the Corporation to any agreement, deed, conveyance or other document purporting to bind the Corporation.</p>	3.5	<p><u>Special Meeting following the Committee of the Whole</u> Where it is deemed necessary to hold a meeting that is not a regularly scheduled meeting as evidenced by the consent of two-third of all the members present, a Special meeting of Council may be held in order to deal with a range of matters including, but not limited to, ratifying, confirming and expediting business arising out of the Committee of the Whole, matters which require urgent consideration or matters which require the Mayor and Clerk to sign and affix the seal of the Corporation to any agreement, deed, conveyance or other document purporting to bind the Corporation.</p>
3.2	<p><u>Vacation Period–No Meeting</u> Notwithstanding the provisions of this by-law, during the second and third week of the month of March, during the last two weeks of December and the first week of January, there shall be no regular meeting of Council or Committee of the Whole. There will be one scheduled meeting date in each of the months of July and August, and that the Committee of the Whole Meeting held on the first Monday in September shall be amended to the last Monday of August, unless otherwise specified by resolution of Council.</p>	3.6	<p><u>Vacation Period–No Meetings</u> Notwithstanding the provisions of this by-law, during the second and third week of the month of March, during the last two weeks of December and the first week of January, there shall be no regular meeting of Council or Committee of the Whole. There will be one scheduled meeting date in each of the months of July and August, and that the Committee of the Whole meeting held on the first Monday of September shall be amended to the last Monday of August, unless otherwise specified by resolution of Council.</p>
3.3	<p><u>Meeting Dates on a Public Holiday</u> When a regular meeting of Council or Committee of the Whole falls on a public holiday, the meeting shall be held at the same hour on the day immediately following that is not a Saturday, Sunday or public holiday.</p>	3.7	<p><u>Meeting Dates on a Public Holiday</u> When a regular meeting of Council or Committee of the Whole falls on a public holiday, the meeting shall be held at the same hour on the day immediately following that is not a Saturday, Sunday or public holiday</p>
		3.8	<p><u>Taping, Televising, Recording</u> Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with proceedings at the meeting, and provided that the recording has been authorized by the Mayor</p>

3.1.1	<p><u>Notice:</u> (a) Notice to Members of all Meetings, Agendas, Agenda Items, Cancellations and Postponements shall be provided by the Clerk to a member's residence or place of business as directed by the member not less than 48 hours prior to the time set for the meeting. It may be sent by first-class mail, courier, facsimile or electronic mail. It may also be provided by telephone or personal contact in case of an emergency.</p> <p>(b) Notice of all Meetings, Agendas, Agenda Items, Cancellations and Postponements may be provided to the public and the media by posting a listing in the lobby of the Civic Centre not less than 24 hours prior to the meeting and by posting notice on the Town's Website.</p>	4 4.1	<p><u>Notice</u> Notice to Members of all meetings of Council or Committee, agendas, agenda items, cancellations and reschedulings shall be provided by the Clerk to each members residence or place of business, as directed by the member, not less than 48 hours prior to the time set for the meeting. Notice may be sent by first-class mail, courier, facsimile or electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency.</p>
		4.2	<p><u>Notice to Members of Special Meetings</u> Written notice of all Special meetings of Council or Committee, detailing the matters to be considered at the meeting, shall be delivered to all Members not less than 48 hours before the time set for the meeting</p>
		4.3	<p><u>Notice to Media and Public</u> The Clerk shall provide notice to the public and the media of all meetings of Council or Committee, agendas, agenda items, cancellations and reschedulings by: (a) publishing the annual schedule of meetings once adopted by Council by posting on the Town's official website or by distributing copies upon request; (b) updating the annual schedule of meetings posted on the Town's official website within 24 hours of any changes made to the schedule; (c) not less than 24 hours in advance, posting a copy of meeting notices, main agendas, and main agenda items for review in the lobby of the Civic Centre; (d) not less than 24 hours in advance, posting meeting notices, agendas and agenda items on the Town's official website</p>
		4.4	<p><u>Contents of Notice</u> Every notice of a meeting of Council or Committee shall indicate the day, date, time and place of commencement of the meeting, and the contact information fro the Clerk's office.</p>
		4.5	<p><u>Minimum Requirements</u> The notice requirements set out in this by-law are minimum requirements only, and the Clerk may give notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances.</p>

		4.6	<u>Subordinate to other required forms of notice</u> The notice requirements set out in this by-law shall be subject to any specific requirements for the fixing of notice as prescribed by legislation or as directed by Council.
3.4.7	<u>Cancelled Meetings</u> Any meeting may be cancelled or postponed to a day, time and place set out in a written notice from the Clerk sent to each Member at the address provided to the Clerk at least 48 hours before the scheduled date of the meeting.	4.7	<u>Cancellation/Postponement</u> Any meeting may be cancelled or rescheduled to a day, time and place set out in a written notice from the Clerk, sent to each Member at the address provided to the Clerk at least 48 hours before the scheduled date of the meeting.
3.4.3	<u>48 Hours Notice Required</u> In either (3.4.1) or (3.4.2) above, the special meeting shall not be held sooner than 48 hours following the request by the Mayor or receipt of the petition, as the case may be, and the Clerk shall provide notice in writing or by electronic means of the special meeting immediately following receipt of the request or petition	4.8	<u>48 Hours Notice Required</u> In either (3.2) or (3.3) above, the special meeting shall not be held sooner than 48 hours following the request by the Mayor or receipt of the petition, as the case may be, and the Clerk shall provide notice in writing or by electronic means of the special meeting immediately following receipt of the request or petition
	<u>Notice by Telephone for an Emergency Meeting</u> Notwithstanding the notice requirement in Section 3.4.3, in the event of a bona fide emergency the meeting may be held as soon as practical following receipt of the request or petition, as the case may be, and notice may be given by telephone, personal contact or by electronic means, as determined by the Chief Administrative Officer.	4.9	<u>Notice for an Emergency Meeting</u> Notwithstanding the notice requirement in this section, in the event of a bona fide emergency, the meeting may be held as soon as practical following receipt of the request or petition, as the case may be, and notice may be given by telephone, personal contact or by electronic means, as determined by the Chief Administrative Officer.
3.4.4		4.10	<u>Failure to meet Notice Provisions</u> Notice which is substantively given but which is irregular or not otherwise in strict compliance with this by-law will not invalidate the holding of a meeting or any proceeding taken at a meeting.