

THE MUNICIPALITY OF CASSELMAN

BY-LAW No. 2019-XXX

To amend By-law No. 2019-026 being a by-law to Govern the Proceedings of the Council of the Municipality of Casselman

WHEREAS The Ontario Municipal Act, 2001, authorizes the Council of every municipality to pass by-laws for governing the proceedings of its Council, the conduct of its members and the calling of meetings; and

WHEREAS Section 238 (2) further indicates that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

WHEREAS The Council shall also follow the regulations as set out within the *Municipal Conflict of Interest Act*; and the parliamentary authority of Roberts Rules of Order;

AND WHEREAS following report GR-030-2019, the Council of the Municipality of Casselman deems it advisable to amend By-Law No. 2019-026 as hereinafter set forth;

NOW THEREFORE the Council of the Municipality of Casselman enacts as follows:

1. That the following provision of sections of By-law No. 2019-026 are hereby amended and reads as follows:

Section 4.1 Inaugural – time – place - held:

“The Inaugural Meeting of the Council, following a regular election, shall be considered the Councils First meeting and shall be held on the First Tuesday in December, of an election year, beginning at **6:00** p.m. ~~in accordance to the *Municipal Elections Act Sec.16.*~~”

Section 4.2 Regular – Schedule – designated - time:

“The next and each succeeding regular meeting shall be held on the second and fourth Tuesdays of each month, commencing at **6:00** p.m. At such place within the **Municipality** of Casselman designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council prepared by the Clerk.”

Section 4.2.1 Alteration of the date of a Council meeting:

“Council may alter the date and/or time of a Council meeting provided that a notice of 48 hours (calculated on open days) is posted on the municipal Web site. **A Council meeting may also be canceled within 24 hours in case of an emergency.**”

Section 4.4 Exception to meetings:

“Notwithstanding the provisions of Section 4.2 and 4.3 of this By-law, there shall be: one meeting of Council in the month of February, which shall be held on the second Tuesday of the month; **no meetings during the March break**, one meeting of Council in the month of July, which shall be held on the second Tuesday of the month; one meeting of Council in the month of August, which shall be held on the fourth Tuesday of the month and one meeting of Council in the month of December, which shall be held on the second Tuesday of the month. Should the meeting fall on a public or civic holiday, the Council shall meet at the same hour on the next following day, which is not a public or civic holiday.”

Section 4.11 In Camera Meeting – closed to public - Time:

“In Camera meetings, shall commence at a time prescribed by the City Clerk and/or Chief Administrative Officer upon consultation with the Mayor and the meetings shall be adjourned no later than **5:55 p.m. if occurring before the public meeting**”. **An in camera meeting can also occur after the public meeting**”.

Section 33.6 Meeting – continuation – **9:00** p.m.:

“No item of business other than the Confirmatory By-law shall be considered at a meeting of the Council after the hour of **9:00** p.m. local time, unless otherwise decided by a two-thirds (2/3) vote of the Members present. **The duration of a Council meeting shall not exceed a total of 3 hours (including in camera meeting), unless otherwise decided by a two-thirds (2/3) vote a of the Members present.**”

Section 21.13 Committee meetings:

“No meeting shall be scheduled between the second Tuesday of the month of July and the 4th Tuesday of August.”

2. **That** all other provisions of By-law No. 2019-026 will continue to be in force.
3. **That** this by-law shall come into effect on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED IN OPEN COUNCIL THIS 27th DAY OF AUGUST 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk