



CORPORATION OF THE TOWN OF HUNTSVILLE

BY-LAW NUMBER 2007-102

Being a By-Law to amend By-law 2007-24 to Govern the Proceedings of Council and Committees of Council

WHEREAS *Section 238(2) of the Municipal Act, 2001, c. 25, as amended*, requires that every municipality shall pass a Procedural By-law governing the calling, place and proceedings of meetings, including Regular, Special, Committee or other meetings of a Council;

AND WHEREAS Council enacted By-law 2007-24 on April 10, 2007;

AND WHEREAS with the amendments to the *Municipal Act* as a result of the *Municipal Statute Law Amendment Act, 2006*, the Council of the Corporation of the Town of Huntsville deems it necessary to amend By-law 2007-24;

NOW THEREFORE the Council of the Corporation for the Town of Huntsville enacts as follows:

1. That By-law 2007-24 be amended with the following additions and amendments:

3.0 **ROLES AND DUTIES** - Additional (*Section 226.1 – Municipal Act, as amended*)

3.1 **Role of Mayor**

It is the role of Mayor,

8) as Chief Executive Officer of the municipality, the Mayor shall:

- i) uphold and promote the purposes of the municipality;
- ii) promote public involvement in the municipalities activities;
- iii) to promote the municipality locally, nationally and internationally;
- iv) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

5.0 **NOTICE OF MEETINGS**

5.3 **Public Notice of Meeting Schedule / Posting of Agendas**

Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of Council, Committees and Advisory Committees. The meeting schedule is subject to change as necessary. **All agendas will be posted no later than 48 hours before the hour appointed for the holding of such meeting on the Town of Huntsville's website www.huntsville.ca. The Council and Committee Agendas will be posted outside the Council Chambers, other meeting rooms and also at the Huntsville Public Library.**

- 5.3.1 **Posting of Agendas – Failure to post**
Notwithstanding section 5.3 above, failure to post the agenda to the Town's official website, outside the Council Chambers, meeting place; and also at the Huntsville Public Library shall not affect the validity of the meeting or any action lawfully taken thereat.
- 5.9 **Agendas - Media**
The Council and Committee agendas will be made available for the media on the Town Website.
- 5.10 **Agenda – In-Camera – material**
All In-Camera material will be circulated to members of Council and / or Committee Members on blue paper. The In-Camera material must be immediately handed back to the Clerk or designate at the close of the In-Camera session.
- 5.11 **Agenda – In-Camera – not sent electronically**
Agendas of an In-Camera Meeting or In-Camera Session shall not be sent electronically to members of Council.
- 6.0 **IN CAMERA MEETINGS "CLOSED SESSION"**
- 6.6 **Adoption of Closed Session Minutes**
Minutes of a Closed Session of Council or a Committee of Council shall be presented for adoption at the next Closed Session portion of a Regular Meeting of Council. The adoption of the minutes is a procedural matter and does not affect the validity or effect of the resolutions recorded in the minutes.
- 6.7 **Preservation of Confidentiality**
All information, documentation or deliberations received, reviewed or taken in a Closed Session is confidential. No Member or staff person shall release, make public or comment in any way information considered during a Closed Session or discuss the content of any Closed Session with persons other than Members or relevant staff members.

2. This by-law shall come into force and effect on the date of its passing.

READ a **first** time this 17th day of December A.D., 2007.

Mayor (Claude Doughty)

Clerk (Kathleen Gilchrist)

READ a **second** and **third** time and **finally passed** this 17th day of December A.D., 2007.

Mayor (Claude Doughty)

Clerk (Kathleen Gilchrist)