

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO 2007-72

Being a By-law to amend by-law 2005-89 governing the proceedings of Council, the conduct of its members and the calling of meetings

WHEREAS pursuant to Section 238(2) of the *Municipal Act*, S.O. 2001 Chapter 25, every Council and local board shall adopt a procedure By-law to govern the calling, place and proceedings of meetings;

AND WHEREAS the Corporation of the Town of Amherstburg deems it advisable to amend Procedural By-law 2005-89 to update the definition of 'Special Council Meetings';

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF
THE TOWN OF AMHERSTBURG HEREBY ENACTS AS FOLLOWS:**

THAT the following areas of the said by-law be amended as follows:

DEFINITIONS

1. For the purpose of this By-law:

w) "Special Meeting" means a meeting not scheduled in accordance with the approved calendar/schedule of meetings; and further includes any meeting of Council called prior to the regular session of Council at every regularly scheduled meeting.

COUNCIL MEETINGS

Special Council Meetings

2. a) The Head of Council may, at any time, summon a special meeting.
- b) The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- c) The CAO may, at any time, summon a special meeting.
- d) In either case of (a) or (b) or (c) above, the Special Meeting shall be held not sooner than 48 hours following the notification or receipt of the petition, as the case may be and the Clerk shall provide notice of the special meeting.
- e) Notwithstanding the notice requirement set out above, in the event of a bona fide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.
- f) Unless otherwise specified in the notice described in subsection (c) above, a special meeting shall be held in the Council Chamber.
- g) The notice of a special meeting shall specify the purpose for the meeting.

1. This By-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed this 22nd day of October, 2007.


MAYOR


CLERK

1st Reading: October 22nd, 2007
1st Reading: October 22nd, 2007
1st Reading: October 22nd, 2007

Certified to be a true copy of By-law
No. 2007-72 passed by Council of the
Town of Amherstburg on the 22nd
day of October, 2007.

Clerk

SCHEDULE "A"

ORDER OF AGENDA

1. Delegations:

- When a delegation requiring a response is present, the order of the agenda shall be as follows:
 - (1) Hear the delegation
 - (2) Bring forward the relevant report for approval
 - (3) Bring forward the relevant by-law for approval
- When no delegation or a delegation that does not require a response is present, the order of the agenda shall be as follows:
 - (1) Deal with and approve the report
 - (2) Bring forward the relevant by-law for approval

2. Correspondence:

- Group all correspondence together for approval as a whole
- Deal with any specific correspondence by exception

3. By-Laws:

- Group all by-laws together for approval as a whole
- Deal with any specific by-law by exception

SCHEDULE "B"



AGENDA
CORPORATION OF THE TOWN OF AMHERSTBURG
REGULAR MEETING OF COUNCIL

Insert Date Here

7:00 p.m.

Amherstburg Council Chambers, 271 Sandwich Street South

CALL TO ORDER

PRAYER

DISCLOSURE OF PECUNIARY INTEREST

Council's declaration to be made prior to any discussion on the matter taking place

MINUTES OF PREVIOUS MEETING

Regular Meeting of Council – Insert Date – Motion to adopt

APPROVAL OF ACCOUNTS

DELEGATIONS

1. **Insert Name of Delegation** – Insert explanation for delegation
Report No.
By-law No.

PRESENTATIONS

1. **Insert Name of presenter** – Insert explanation for presentation

REPORTS OF MUNICIPAL OFFICERS

1. **Insert report author's name, title** – Insert explanation of report
ACTION: State the action Council is to consider
By-law No.

CORRESPONDENCE

1. **Insert correspondence author's name, title, organization** – Insert explanation of correspondence
ACTION: State the action Council is to consider
(Note: all correspondence to be adopted as a whole)

BUSINESS LICENCES

1. **Insert business name** – Insert explanation of licence

MINUTES OF SPECIAL COUNCIL MEETINGS

List type of minutes here – Insert Date – Motion to adopt

OTHER MINUTES

List type of minutes here – Insert Date – Motion to adopt

UNFINISHED BUSINESS

1. Insert any unfinished business items here

NEW BUSINESS

1. Insert any new business items here

BY-LAWS

By-law No. – Insert explanation of by-law

NOTICE OF MOTIONS

1. Insert any notices of motion here

ADJOURNMENT