

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## BY-LAW NO. 14-1194

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**Being a by-law to amend Bylaw 09-845, being a by-law to regulate the proceedings of Council of the Municipality of Temagami.**

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WHEREAS under Section 238 (2), the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, requires every municipality and local board to pass a procedure by-law governing the calling, place and proceedings of meetings; and

WHEREAS the Council of the Corporation of the Municipality of Temagami has enacted Bylaw 09-845 to govern the proceedings of Council; and to govern the calling, place and proceedings of meetings in accordance with Sections 238 and 239 of the Municipal Act, S.O., 2001, c.25, as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami deems it desirable to further amend said by-law and notice of motion for said amendment was given at the regular meeting of Council on the 15<sup>th</sup> day of May 2014;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That section 2.3 be amended to read: "Notwithstanding section 2.2, meetings may be closed under the authority of section 239 of the Municipal Act, S.O., 2001, c.25, as amended.
2. That section 7.1 shall be renumbered as section 7.1.1 and the following shall be added as section 7.1.2:

After the posting of the agenda as set out in section 7.7, changes may be made by issuing an addendum to the agenda. Addendums shall be produced by the Clerk in consultation with the Mayor and CAO; be limited to items deemed to be of an urgent nature; may be produced up to and including the date of the council meeting to which the agenda pertains, and must be adopted by resolution of Council.

3. That section 7.7.7 shall be added as follows:

When a special meeting of Council is called with more than seven (7) days notice, the agenda package shall be posted on the website for viewing by members of Council by 4:30 p.m. at least five (5) days prior to the meeting, and public agenda packages shall be posted by 4:00 p.m. at least two days prior to the meeting. When a special meeting of Council is called with seven (7) days notice or less, the agenda package shall be posted on the website for viewing by members of Council as soon as possible after a special meeting has been called. The Clerk shall post public notice of the special meeting for the public as soon as possible after the meeting has been called. The Clerk, in consultation with the Mayor and CAO, shall determine the timing for posting any supporting documentation (that is not confidential) for public viewing on the website, suitable to promote accountability and transparency, yet allow council members the opportunity to preview material as appropriate.

4. That section 7.7.8 shall be added as follows:

When an addendum to the agenda is added pursuant to section 7.1.2 of this by-law, the addendum and supporting documents shall be posted on the appropriate section of the website and the Clerk shall notify members of Council of the addendum via email. If the agenda package has already been made available on the municipal website for public viewing, the addendum shall be added as soon as it is produced. The Clerk, in consultation with the Mayor and CAO, shall determine the timing for posting any supporting documentation (that is not confidential) for public viewing on the website, suitable to promote accountability and transparency, yet allow council members the opportunity to preview material as appropriate. In the event that an addendum is produced on the same day as the Council meeting, in addition to the email notification, the Clerk shall provide each member of Council at the meeting with a paper copy of the addendum and supporting documents.

5. That section 7.8, In Camera Items, be amended to read:


7.8 Confidential and Closed Session Items

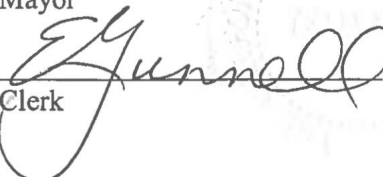
“Closed session agendas and agenda packages shall be provided to Council by 4:30 on the Monday prior to the meeting for regular meetings, or the Tuesday if the Monday is a holiday. For special meetings the timing for providing these shall be the same as for special meetings as outlined in sections 7.7.7 and 7.7.8. The closed session agenda along with reports and correspondence for Council’s consideration on that agenda shall be provided to Council in written or electronic format; however, staff may provide verbal updates to closed session agenda items when more timely information is deemed appropriate. Electronic copies of confidential and closed session items shall be provided to Council members by posting on a secure section of the Municipal website. These documents shall be stamped confidential before scanning to create an electronic document, or shall contain a “confidential” water mark if created internally. At the discretion of the Clerk, in consultation with the Mayor and CAO, closed session items of a highly sensitive nature may be provided to Council only in hard copy, on dark-coloured paper and stamped or watermarked “Confidential”.

6. That this By-law shall take effect on the final passing thereof.
7. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ a first time on this 5th day of June, 2014.

TAKEN AS READ a second and third time and finally passed this 5th day of June, 2014.

  
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Mayor

  
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Clerk