



PUBLIC NOTICE

**RE: Amendments to Council Procedural By-law approved February 21, 2017
establishing new deadlines for the submission of Delegations,
Petitions, Proclamations and other correspondence for Agendas**

The Council of the Corporation of The City of Dryden approved By-law 4456-2017 which amended the Procedural By-law that governs the proceedings of Council and its committees, the conduct of its members and the callings of meetings.

There are now earlier deadlines for members of the public, organizations or groups. to request a delegation at a Council meeting or to submit petitions or correspondence for inclusion on a meeting Agenda.

Delegations and Petitions:

To be submitted to the Clerk no later than 12:00 p.m. (Noon) on the Monday prior to a regular Committee of the Whole or Council meeting date.

Proclamation Requests:

To be submitted to the Clerk no later than 12:00 p.m. (Noon) on the Monday prior to a regular Committee of the Whole or Council meeting date.

Other Correspondence:

To be submitted to the Clerk no later than 12:00 p.m. (Noon) on the Monday prior to a regular Committee of the Whole or Council meeting date.

A copy of the by-law is attached to this notice. Any questions please contact the City Clerk at 223-1125 or dkincaid@dryden.ca.

Debra Kincaid
City Clerk
February 22, 2017

THE CORPORATION OF THE CITY OF DRYDEN

BY-LAW NUMBER 4456-2017

BEING A BY-LAW TO AMEND CHAPTER 47 – COUNCIL PROCEDURES.

WHEREAS subsection 238. of the Municipal Act, S.O. 2001, c.25, as amended provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

WHEREAS subsection 9. of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, and powers of a natural person for the purpose of exercising its authority under this or any other Act; and,

WHEREAS subsection 5 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that the powers of a municipality shall be exercised by Council; and,

WHEREAS subsection 5 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9. shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

NOW THEREFORE the Council of The Corporation of The City of Dryden enacts as follows:

1. THAT Chapter 47 – Council Procedures be amended by adding **Article III Duties of Mayor and Council § 47-23 A. (20)** as follows:

(20) that the Mayor reviews and sets Meeting Agendas with the CAO.

2. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article V. Council Agenda § 47-23 Deadline for Material to be Included on the Agenda** as follows:

The deadline for receipt of material by the Clerk from the Mayor and CAO to be included on the agenda for regular meetings shall be 12:00 p.m. on the Wednesday prior to the regular meeting.

3. THAT Chapter 47 – Council procedures be amended by deleting and replacing **Article X. Motions § 47-48 – Filed with Clerk** as follows:

A member of Council may file a motion to be placed on the agenda with the Clerk no later than 12:00 p.m. on the Wednesday prior to the regular Council or Committee of the Whole meeting, as deemed appropriate. A copy of the notice of motion will be forwarded to the Mayor and CAO upon receipt.

4. THAT Chapter 47 – Council procedures be amended by deleting and replacing **Article XII Delegation (Deputations) – In Council, Committee of the Whole § 47-77 Delegation Form Necessary** as follows:

A signed "Request for Delegation" form as identified in Schedule "B" shall be completed and be submitted to the Clerk by 12:00 p.m. on the Monday prior to the Council or Committee of the Whole meeting, or at least 48 hours prior to the Special Meeting of Council or Committee of the Whole along with a legibly written presentation provided to the Clerk.

5. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article XII Delegation (Deputations) – In Council, Committee of the Whole § 47-91 C.** as follows:

Correspondence or reports relating to the presentation shall be submitted to the Clerk for inclusion on the Agenda by 12:00 p.m. on the Monday prior to the meeting.
6. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article XIII Proceedings – Committee of the Whole § 47-100 Deadline for Material to be Included on the Agenda** as follows:

The deadline for receipt of material by the Clerk from Mayor and CAO to be included on the Agenda for regular Committee of the Whole meetings shall be 12:00 p.m. on the Wednesday prior to the meeting.
7. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article XIV Petitions – Communications § 47-104 Submission on Agenda** as follows:

All petitions submitted to Council shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one (1) person and filed with the CAO or Clerk by 12:00 p.m. on the Monday prior to the Council meeting. Petitions shall be included on the agenda by the CAO or Clerk.
8. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article XV. Staff Reports § 47-108 Deadline Submitted to CAO and Clerk** as follows:

Staff Reports shall be submitted to the CAO no later than the second Thursday prior to the meeting date at 12:00 p.m. for review and approval of the CAO.

The CAO shall forward the approved Staff Reports to the Clerk and Deputy Clerk no later than 12:00 p.m. on the Wednesday immediately prior to the meeting date for inclusion on the agenda.
9. THAT Chapter 47 – Council Procedures be amended by deleting and replacing **Article XV. Staff Reports § 47-109 (1) and (2) Staff Report Exception** as follows:
 - (1) Approval of the CAO and Mayor is required before the report can be placed before Council or Committee of the Whole;
 - (2) Upon the approval of the CAO and Mayor, the approved report shall be forwarded to the Clerk and Deputy Clerk in order to prepare an addendum to the agenda; and,
10. THAT this By-law shall come into force and take effect on the final passage hereof.

ENACTED AND PASSED THIS 21ST DAY OF FEBRUARY 2017 A.D. as witnessed by the Corporate Seal of The Corporation of The City of Dryden and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE CITY OF DRYDEN

Mayor

Clerk

READ A FIRST AND SECOND TIME THIS 21ST DAY OF FEBRUARY 2017 A.D.

READ A THIRD TIME AND PASSED AS READ THIS 21ST DAY OF FEBRUARY 2017 A.D.