

THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW #1971 (1998)

Being a by-law to amend By-law #1713 (1995), as amended, being a by-law to govern the proceedings of the Town of Pelham Council, its Committees, the conduct of its members and the calling of meetings.


WHEREAS Council deems it desirable to amend the Procedure By-law of the Town of Pelham to reflect the decision to change the provision for the delivery of council and committee agenda's and related reports and support materials to the Thursday preceding the meeting;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

- (1) THAT Section 6 (c) be deleted in its entirety and replaced with the following: - "The Mayor may at any time summon a special meeting of the Council on 96 hours notice to the members of Council, or upon receipt of a petition of the majority of the members of Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition, 96 hours notice, in writing, of all special meetings of the Council shall be given to all the members through the Clerk's Office unless the members of Council waive the requirement of written notice."
- (2) THAT Section 6 (e) be deleted in its entirety and replaced with the following: - "The Clerk shall have an agenda and a copy of all reports delivered or mailed to each member of the Council at least 96 hours prior to the meeting at which the same is to be considered provided always, however, that this by-law may be suspended in special cases by an affirmative vote of the majority of the Council in attendance. The agenda, together with support material, exclusive of matters to be considered in Committee of the Whole, shall be made available to:
 - (I) All Town Department Heads
 - (II) Recording Secretary
 - (III) Media Representatives
 - (IV) Other persons so designated by the Council"
- (3) THAT Section 6 (f) be deleted in its entirety and replaced with the following: - "Any member of the Council, at any time prior to 4:30 p.m. on the Wednesday preceding a regular Council meeting, may file, in writing, an item for inclusion on the agenda under New Business."

- (4) THAT Section 13 (b) be deleted in its entirety and replaced with the following: -
“Before appearing before the Council or a Committee of Council, notice must be given before 4:30 p.m. of the preceding Wednesday, to the Mayor or the Clerk of the municipality, or where notice has not been given, before the meeting, the Council or the Committee must give its consent by motion, after receiving from the delegation the requirements of clause (c).”
- (5) THAT Section 15 (b) be deleted in its entirety and replaced with the following: - “It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special and Committee meetings held more than five (5) days prior to a regular meeting, together with the agenda prepared in accordance with Clause 12 are mailed or delivered to each member not less than 96 hours before the hour appointed for the holding of such regular meeting.”
- (6) THAT Section 16 (b) be deleted in its entirety and replaced with the following: -
“Every petition or communication shall be delivered to the Clerk before 4:30 p.m. of the Wednesday prior to the meeting of the Council.”
- (7) THAT Section 27 (f) be deleted in its entirety and replaced with the following: -
“The Clerk or the appropriate department head shall give notice of all meetings of every committee together with the agenda and support materials of all matters, so far as known, that are to be brought before the Committee at such meeting, to every member of the committee so that the member will receive the same at least 96 hours prior to the meeting of such committee.”

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
19th. DAY OF JANUARY, 1998 A.D.


MAYOR


CLERK