

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** October 4, 2022

**TO:** Committee of the Whole

**FROM:** Jeanne Harfield, Clerk

**SUBJECT: Procedural By-law Amendment to Inaugural Meeting**

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### RECOMMENDATION:

**THAT Committee of the Whole Recommend that Council amend Procedural By-law 19-127 Schedule A - Procedures for Inaugural Meeting of Council to allow for greater flexibility when developing the Inaugural Council agenda.**

### BACKGROUND:

As required under the Municipal Act, all municipalities must hold an Inaugural meeting of Council and swear in all members. The new term of Council will begin on November 15, 2022, with the Inaugural meeting scheduled for that day. Currently, Procedural By-law 19-127 includes procedures for the Inaugural meeting of Council in Schedule A of the by-law.

### DISCUSSION:

The Clerk's Department along with acclaimed Mayor Lowry have begun the initial planning for the Inaugural meeting that will take place on Tuesday, November 15, 2022, at Almonte Old Town Hall. During early discussions staff and the Mayor considered changing the order in which items appear on the agenda in order to have a better flow during the meeting. As such, staff is seeking Council approval to amend Schedule A – Procedures for Inaugural Meeting of Council to amend bullet 6. The tables below show the current wording of bullet 6 and the proposed new wording.

Current wording of bullet 6:

6. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. CALL TO ORDER
- B. O'CANADA
- C. ROYAL ANTHEM
- D. ATTENDANCE

- E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
- F. LAND ACKNOWLEDGEMENT
- G. BLESSING OF COUNCIL
- H. MAYOR'S INAUGURAL ADDRESS
- I. CONFIRMATORY BY-LAW
- J. ADJOURNMENT

Proposed new Wording for bullet 6:

6. The Clerk or designate shall prepare an Agenda with the following categories:

- CALL TO ORDER
- O'CANADA
- ROYAL ANTHEM
- ATTENDANCE
- LAND ACKNOWLEDGEMENT
- DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
- BLESSING OF COUNCIL
- MAYOR'S INAUGURAL ADDRESS
- CONFIRMATORY BY-LAW
- ADJOURNMENT

In changing the wording slightly in bullet 6 of Schedule A – Procedures for Inaugural Meeting of Council, it allows the Clerk some flexibility to amend the order in which items will occur on the agenda but still requires that all items listed appear on the Inaugural Council agenda.

#### **OPTIONS:**

Option 1: Council approve the proposed amendments to the Procedural By-law 19-127 Schedule A – Procedures for Inaugural Meeting of Council to allow greater flexibility when creating the agenda

Option 2: Do not amend the Procedural By-law 19-127 and keep as is.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications with this report.

**SUMMARY:**

The Clerk's office along with Acclaimed Mayor Lowry have begun planning for the Inaugural meeting of Council that will take place on Tuesday, November 15<sup>th</sup>, 2022. As part of the initial planning, we are proposing to slightly amend the order in which items appear on the agenda to improve the flow of the meeting. Staff is seeking approval from Council to amend the Schedule A – Procedures for Inaugural Meeting of Council in Procedural By-law 19-127 to provide greater flexibility to the Clerk when developing the Inaugural meeting agenda. The same items previously listed will still appear on the Inaugural Council Agenda just potentially in a different order.

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk

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Ken Kelly,  
CAO

**ATTACHMENTS:**

1. Draft By-law – Amendment to Procedural By-law 19-127