

The Corporation of the  
**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. 2025 -

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A By-law to amend By-law 2017-07, being a By-law for governing the calling, place and proceedings of meetings of Council, Task Forces and Committees of Council for the Township of The Archipelago

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

**WHEREAS** on February 17<sup>th</sup>, 2017, Council of the Corporation of the Township of The Archipelago enacted By-law 2017-07, being a By-law for governing the calling, place and proceedings of meetings of Council, Task Forces and Committees of Council for the Township of The Archipelago; and

**WHEREAS** Council deems it expedient to amend By-law 2017-07.

**NOW THEREFORE BE IN ENACTED** as a By-law of the Council of the Corporation of The Township of The Archipelago as follows:

1. By-law 2017-07 is hereby amended as follows:
  - i) That Section 1.0 DEFINITIONS is amended to include the following bolded wording:

1.0 (1) "ACTING HEAD OF COUNCIL" shall mean the Councillor designated by Council to preside as a result of the absence of both the Reeve **and Deputy Reeve.**
  - ii) That Section 1.0 DEFINITIONS is amended to include the following new definition:

27.0 "DEPUTY REEVE" shall mean Member of Council appointed by By-law in accordance with Section 30, who shall assume the duties, rights, powers and authority of the Reeve.
  - iii) That Section 4.0 "MEETINGS OF COUNCIL", subsection 4.0 (2) be deleted and replaced with the following:

~~4.0 (2) In case the Reeve does not attend within fifteen (15) minutes after the time appointed and if a quorum is present, the Clerk shall call the members to order. The Chairperson shall be chosen from the members present and shall preside during the meeting or until arrival of the Reeve.~~

4.0 (2) If the Reeve is unable to attend, the Deputy Reeve shall preside over the meeting.
  - iv) That Section 4.0 (3) "MEETINGS OF COUNCIL, be added as follows:

3. If both the Reeve and Deputy Reeve are unavailable, and a quorum is present, the Clerk shall call the meeting to order. A Chairperson shall be chosen from the members present to preside over the meeting.

- v) That Section 21.0 (4) “NOMINATING COMMITTEE”, be added as follows:
4. The Nominating Committee is charged with the responsibility of proposing to Council, a candidate for the position of Deputy Reeve, as in accordance with Section 30.
- vi) Section 30.0 “PROCESS FOR APPOINTMENT OF DEPUTY REEVE”, be added as follows:
1. The Deputy Reeve will serve a four-year term, aligning with the Council term.
  2. To maintain a balanced representation, the Deputy Reeve must reside in and represent the area opposite that of the Reeve.
  4. The appointment of the Deputy Reeve will take place at the Inaugural Meeting of the newly elected Council or at the first regular meeting thereafter, as per Section 21.0
  5. The individual selected for the role will be officially declared Deputy Reeve through a By-law.
  6. The Deputy Reeve shall:
    - i) Fulfil the standard duties of a Council Member as specified in Section 224 of the Municipal Act.
    - ii) Represent the Reeve and assume their responsibilities in situations of absence, conflict of interest, unwillingness to act, or a vacancy in the position.
    - iii) Fulfil other duties as assigned by Reeve, and/or Council.
  7. Should the position of Deputy Reeve become vacant, Council shall follow the procedures outlined in Section 21.0, to appoint a replacement to serve for the remainder of the term.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.

**READ and FINALLY PASSED in OPEN COUNCIL this 17th day of January, 2025.**

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

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Bert Liverance, Reeve

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Maryann Martin, Clerk