

# THE CORPORATION OF THE TOWN OF THESSALON

## BY-LAW NUMBER 2583

**BEING A BY-LAW** to regulate the proceedings of Council, Local Boards, Standing Committees and Committees for the Corporation of the Town of Thessalon

**WHEREAS** Section 238 (2) of the Municipal Act, s.o. 2001, c. 25, states that every Municipality and Local Board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Section 238 (3.1) of the Municipal Act, s.o. 2020, c. 18, Sched. 12, s. 1 (1) states that the procedural by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the bylaw;

**AND WHEREAS** Section 238 (3.3) of the Municipal Act, s.o. 2020, c.18, Sched. 12, s. 1 (3), (a) provides that a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and (b) a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting that is open or closed to the public;

**AND WHEREAS** the Municipal Council of The Corporation of the Town of Thessalon deems it advisable to enact a by-law to govern the proceedings of Council, Local Boards, Standing Committees and Committees, the conduct of their members and the calling of meetings;

**NOW THEREFORE** the Council of The Corporation of the Town of Thessalon enacts as follows:

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## 1. Short Title

The short title for this By-law shall be "The Procedural By-law" and may be cited as such.

## 2. Definitions

THAT in this BY-LAW:

"CLERK" shall be the Clerk of The Corporation of the Town of Thessalon as defined in The Municipal Act from time to time.

"CLOSED SESSION" means a Council, Local Board, Standing Committee or Committee sitting in a session that is not open to the public and where the subject matter being considered is:

- i) the security of the property of the municipality or local board;
- ii) personal matters about an identifiable individual, including municipal or local board employees;
- iii) a proposed or pending acquisition or disposal of land by the municipality or local board;
- iv) labour relations or employee negotiations;
- v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- vii) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- viii) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or persons, or organization;
- x) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

"COMMITTEE" shall be any committee established by Council from time to time and comprise of members of Council, as appointed, and includes public representation.

"COUNCIL" means the Council for The Corporation of the Town of Thessalon.

"HEAD OF COUNCIL" is the person elected as the Mayor or appointed as the Acting Head of Council for The Corporation of the Town of Thessalon; and is, an ex-officio member of all Standing Committees, and all Committees with the exception of any Committees for which the Head of Council has been appointed. In the capacity of ex-officio member of any Standing Committee, and any Committee for which the Head of Council has not been appointed, the Head of Council may participate in discussions and in Closed session, but shall not fulfill quorum requirements or have voting privileges.

"HOLIDAY" means:

- i) Any holiday as defined as a public holiday in the Employment Standards Act, S.O. 2000, c. 41, as amended by S.O. 2001, c. 9, Sched. I, s.1.

ii) Family Day, Easter Monday, Civic Holiday and Remembrance Day

iii) Any day proclaimed by the Head of Council as a Civic Holiday

"LOCAL BOARD" shall be as defined in The Municipal Act and/or any other Act, from time to time.

"MEETING" shall mean any regular, special or other meeting of a Council, of a local board or of a committee of either of them, where (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council, local board or committee.

"MEMBER" means a member of the Council, Local Board, Standing Committee or Committee and includes the Head of Council.

"MOTION" means an action to be considered by the Council, Local Board, Standing Committee or Committee which is moved, seconded, and is subject to debate. When a Motion is adopted, it becomes a Resolution.

"PRESIDING OFFICER" means

- i) in reference to Council Meetings, the Head of Council acting as Chair of the Meeting or such member chosen from a quorum of members present to preside over a Council meeting in the absence of the Head of Council;
- ii) in reference to Local Board, Standing Committee and Committee Meetings, the Chair or such member chosen from a quorum of members present

"RECORDED VOTE" means a vote which notes the name and vote of every member of Council, Local Board, Standing Committee and Committee on any motion.

"RULES OF ORDER" are the rules set out in this By-law and in any case for which provision is not made herein the procedure to be followed shall be as outlined in Robert's Rules of Order, 11<sup>th</sup> Edition, or current edition.

"RULES OF PROCEDURE" are the rules set out in this by-law and in any case for which provision is not made herein the procedure to be followed shall be as outlined in Robert's Rules of Order, 11<sup>th</sup> Edition, or current edition.

"SECRETARY" shall mean the person who organizes and prepares the meeting agendas and records the minutes of the meetings of the Local Boards, Standing Committees and Committees for the Corporation of the Town of Thessalon.

"STANDING COMMITTEE" shall be any committee established by Council from time to time and comprised only of a Councillor(s).

"THE TOWN OF THESSALON" means the Corporation of the Town of Thessalon.

### **3. General**

Subject to the provisions of the Municipal Act, the rules and regulations contained in this By-law shall be observed in all proceedings and shall be the rules and regulations for the order and dispatch of business for the Council, Local Boards, Standing Committees and Committees.

Any rule established by this By-law, other than a quorum requirement, may be suspended at or for a particular meeting by Resolution, provided a majority of all members of the Council, Local Board, Standing Committee or Committee present vote in favour thereof, and provided that the suspension of the rules does not result in a contravention of the Municipal Act.

All cell phones and other electronic devices shall be turned off or set to mute or otherwise set so as not to emit any audible sound during a meeting. Texting during a meeting is not permitted. In the event that an emergency call is received, the member can request to leave the meeting.

#### **4. Meetings of Council**

##### **Inaugural Meeting of Council**

The Inaugural meeting of Council shall take place in the W.J. Barrett Chambers in the Municipal Office at 6:30 p.m. on the third Monday of November and in the event the meeting must be cancelled, such meeting shall be held not later than the fourth Monday in November following a regular election. The Inaugural Meeting of Council will take the same format and agenda as stated in Section 8.

##### **Regular Meetings of Council**

- i) The Council of The Corporation of the Town of Thessalon shall hold its regular meetings at 6:30 p.m. on the third Monday of each month in the W. J. Barrett Chambers in the Municipal Office at 187 Main Street. This may be changed by resolution of Council. Any Closed Session item(s) will be dealt with in a Closed Session immediately after "General Business" on the regular meeting agenda.
- ii) When a holiday falls on a regular meeting day, an alternate meeting date shall be established by resolution at a regular Council meeting.
- iii) Where a regular meeting of Council is to be held at a time, day or place other than as set out in i) above, Council shall give notice by having the Clerk post it on the Town of Thessalon's website and at the Municipal Office.
  - iv) It shall be the responsibility of the Clerk to make available to the Council, when possible, all notices and agendas for regular Council meetings, a minimum of seventy-two (72) hours in advance for such meetings. It is the responsibility of the Council member to obtain and review material in a timely manner.

##### **Special Meetings of Council**

- i) The Head of Council at any time may summon a special meeting of Council on four hours' notice to all the Councillors.
- ii) Upon receipt of the petition of the majority of the Councillors, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.
- iii) Four hours' notice of all special meetings of Council shall be given to the Councillors through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.
- iv) It shall be the responsibility of the Clerk to make available, when possible, all notices and agendas for special Council meetings to the Council.
- v) Notwithstanding the requirements set out above, in the event of a bona fide emergency, the special meeting may be held as soon as practical following receipt of the summons or petition as the case may be.

The Agenda's for meetings of the Council, local boards, standing committees and committees shall be placed on the front counter at the Thessalon Municipal Office and a copy of the contents page shall be placed on the Town of Thessalon website.

##### **Electronic Participation**

Electronic participation by conference call, video conference, etc. shall be as follows:

- a) That while every effort shall be made to attend meetings physically in person, members of Council, Local Boards, Standing Committees and Committees may participate in a meeting by telephone or other electronic means
- b) a member participating electronically will be counted towards the quorum requirements
- c) electronic participation will be permitted during the Open and Closed Sessions of the meeting enabling participation and voting on items as if members were attending the meeting in person, with the exception that a member will not be permitted to participate in a discussion or vote on a matter where a pecuniary interest has been declared by such member
- d) a member will be allowed to participate electronically in up to a maximum of two (2) regular meetings in a calendar year (this does not apply to a meeting during a period when a provincial or municipal emergency has been declared to exist pursuant to the Emergency Management and Civil Protection Act, or to a meeting where any agency, etc. has required or encouraged members not to attend in person, and is retroactive to January 1, 2021)
- e) a member participating electronically must call in prior to the start of the meeting so as not to interrupt a meeting that is underway
- f) if the telephone connection is lost, the meeting will be paused for not more than five minutes to allow re-connection
- g) Delegations may participate electronically via telephone, video conferencing or other technical methods deemed appropriate by the Clerk, and in accordance with this bylaw.

#### Electronic Participation (During an Emergency)

In the event of an emergency declared in accordance with the Emergency Management and Civil Protection Act, the above Electronic Participation section is hereby replaced with the following:

- i) electronic participation will be allowed by members of Council, local boards or committees of either of them, and by participating electronically, may be counted in determining quorum at any point in time and further, such members can also participate electronically in closed session.
- ii) Delegations may participate electronically via telephone, video conferencing or other technical methods deemed appropriate by the Clerk, and in accordance with this bylaw.
- iii) where access to the Open Session of the meeting by the public is not possible due to a provincial or municipal emergency and the meeting is being held electronically, notice shall be posted on the Town's website along with the information to access the Open Session by pre-registering, and every attempt will be made to make a recording of the Open Session of the meeting available to the public.
- iv) every attempt will be made to permit persons to attend the open session of a regular or special meeting electronically.
- v) every attempt will be made to make a recording available to the public of the open session of the regular or special meeting.

## Cancellation of Meetings

- i) Where it is necessary for the Council, Local Board, Standing Committee or Committee for any reason to cancel any regular meeting it shall only do so upon approval by the majority of the members present at the meeting immediately preceding the meeting to be cancelled and notice shall be posted on the bulletin board at the Thessalon Municipal Office and on the Town of Thessalon website.
- ii) Where a meeting is cancelled due to inclement weather or other emergencies, a notice must be posted on the bulletin board at the Thessalon Municipal Office, on the Town of Thessalon website, on the Lorne Street entrance door of the Municipal Office, and an attempt made to notify all members.

## 5. Adjournment

A motion to adjourn a meeting shall be in order except:

when another Councillor or member is in possession of the floor;

when it has been decided that the vote be now taken; or

during the taking of a vote.

Where a person has been deemed guilty of improper conduct by the Presiding Officer and is expelled or excluded from the meeting by the Presiding Officer and such person refuses to so leave, the Presiding Officer may adjourn the meeting without any motion to do so until such time as the person has left the meeting room.

## 6. Time Limit of Meeting

Resolution must be made to proceed after 10:00 p.m.

## 7. Preparation of Agenda

It shall be duty of the Clerk or Secretary to prepare the Agendas of all meetings in accordance with the provisions contained herein.

The Clerk or Secretary shall:

- i) Accept items for the agenda from members
- ii) Receive correspondence and petitions from the public and if, in the Clerk's or Secretary's opinion, the matter warrants the consideration of the Council, Local Board, Standing Committee or Committee, place the correspondence or petition on the Agenda. The Clerk or Secretary may consult with the Presiding Officer regarding the placement of any correspondence or petitions on the agenda.

All items for any regular Council meeting Agenda must be received in writing by the Clerk not later than 3:00 p.m. on the Thursday prior to the date of the meeting.

All items for any Local Board, Standing Committee or Committee Agenda must be received not later than 3:00 p.m. on the working day prior to the day of the meeting.

An addendum to the Agenda will be made, in the case of an emergency or urgency, as the Presiding Officer and/or Clerk or Secretary may determine from time to time and shall include provision for declaration of conflict.

## **8. Agenda Format**

The Clerk or Secretary shall have prepared and printed for the use of the members at the closed meetings, regular meetings and special meetings of the Council, Local Boards, Standing Committees or Committees, an agenda under the following headings;

### Regular Meeting

- I. Opening of the Regular Meeting
- II. Land Acknowledgement
- III. Declaration of Pecuniary Interest and General Nature Thereof
- IV. Adoption of Minutes of Previous Meeting
- V. Delegations
- VI. Business Arising from Minutes of Previous Meeting
- VII. Letters and Communications for Action
- VIII. Letters and Communications for Information
- IX. Committee and Staff Reports
- X. General Business
- XI. Closed Session
- XII. Passing of Confirmatory By-law
- XIII. Adjournment

The items on the Agenda of each meeting shall be taken in the order in which they stand on the Agenda unless otherwise decided by consensus as noted in the minutes by a majority of the members present.

A new business item(s), not included on the agenda, will be allowed to be brought forth upon the passing of a resolution suspending the rules established in this Procedural By-law, provided a majority of all members of the Council, Local Board, Standing Committee or Committee present vote in favour thereof, and provided that the suspension of the rules does not result in a contravention of the Municipal Act. Where the item is not an emergency or urgent, the item shall be noted only, and will be tabled at the next meeting allowing the opportunity to research the item and provide background information, if required. In the case of an emergency or urgency, the issue may be addressed.

All items on an Agenda not dealt with at a meeting shall be placed on the Agenda for the next regular meeting unless otherwise decided.

Wherever possible, all concerns/issues brought before the members shall be in writing and signed by the complainant.

## **9. Order of Proceedings**

As soon after the hour fixed for the meeting as there is a quorum present, the Presiding Officer shall take the Chair and call the members to order. A majority of the members shall constitute a quorum.

- i) In the event the Presiding Officer does not attend within fifteen minutes after the time appointed, the Clerk or Secretary shall call the members to order if a quorum is present. An Acting Presiding Officer shall be chosen by a vote of the members, who shall preside during the meeting until the arrival of the Presiding Officer.
- ii) The Acting Presiding Officer shall have all the power of the Presiding Officer and shall be entitled to vote as a member.

## **10. Quorum**

If there is no quorum within fifteen minutes after the time appointed for the meeting, the Clerk or Secretary shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

The quorum required to commence and continue a meeting shall be more than 50 percent (50%) of the members.

## **11. Adoption of Minutes**

During the adoption of the Minutes of a previous meeting of the Council, Local Board, Standing Committee or Committee, no changes can be made in the action taken by the Council, Local Board, Standing Committee or Committee at the previous meeting; only changes in the form of errors and omissions and recording of any action taken at the previous meeting may be made in adopting the Minutes.

## **12. Conduct of Proceedings at a Meeting**

It shall be the duty of the Presiding Officer:

- i) to preserve order and decorum, decide questions of order (subject to an appeal to the Council, Local Board, Standing Committee or Committee by any member) and without unnecessary comment, cite the rule or authority (as commonly accepted under parliamentary procedures) applicable to the case if called upon to do so;
- ii) to open the meeting of the Council, Local Board, Standing Committee or Committee by taking the Chair and calling the members to order and to announce the business before the Council, Local Board, Standing Committee or Committee, in the order in which it is to be acted upon;
- iii) to receive and submit, in the proper manner, all motions presented by the members;
- iv) to put to vote all motions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
- v) to decline to put to vote motions which infringe on the rules of procedure;
- vi) to restrain the members, within the rules of order when engaged in debate;
- vii) to enforce on all occasions, the observance of order and decorum among the members;
- viii) to call by name, any member persisting in breach of the rules of order of the Council, Local Board, Standing Committee or Committee thereby ordering them to vacate the meeting;
- ix) to receive all messages and other communications and announce them to the Council, Local Board, Standing Committee or Committee;
- x) to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of Council, Local Board, Standing Committee or Committee;
- xi) to represent and support the Council, Local Board, Standing Committee or Committee, declaring its decision in all things;



- xii) to ensure that the decisions of the Council, Local Board, Standing Committee or Committee, are in conformity with the laws and by-laws governing activities of the Council, Local Board, Standing Committee or Committee;
- xiii) to adjourn the meeting when the business is concluded, without question put in the case of grave disorder arising in the meeting room.

### **13. Decorum**

No member shall:

- i) disturb another, or the Council, Local Board, Standing Committee or Committee itself, by any disorderly deportment disconcerting to any member speaking;
- ii) resist the rules of Council, Local Board, Standing Committee or Committee, or disobey the decisions of the Presiding Officer, or of the Council, Local Board, Standing Committee or Committee on questions of order or practice, or upon the interpretations of the rules of the Council, Local Board, Standing Committee or Committee;
- iii) be permitted to retake their seat at any meeting after being ordered by the Presiding Officer to vacate after committing a breach of any rule of order of the Council, Local Board, Standing Committee or Committee, without making apology and the consent of the Council, Local Board, Standing Committee or Committee expressed by a majority vote of the other members present, determined without debate;
- iv) speak until they have addressed themselves to the Presiding Officer;
- v) walk across or out of the Chamber or make any noise or disturbance when the Presiding Officer is asking for a vote on a motion and shall occupy their seat while a vote is being taken and until the results thereof are declared;
- vi) have a disregard for a dress code for meetings as agreed to by majority of the members.

### **14. Rules of Debate**

Presiding Officer

In directing the course of the debate, the Presiding Officer shall:

- i) designate the member who has the floor when two or more members signify they wish to speak;
- ii) have all motions presented in writing read before permitting debate on the question, except when otherwise provided in this by-law;
- iii) preside over the conduct of the meeting including the preservation of good order and decorum, ruling of points of order, questions of a privilege, points of information and ruling on all questions relating to the procedure of the meeting;

Ruling

Subject to Appeal:

- i) any ruling made by the Presiding Officer is subject to an appeal, by any member to the members;
- ii) if an appeal is made by a member for a ruling of the Presiding Officer, the member appealing shall, after announcing the appeal, state the reasons for such an appeal and the Presiding Officer may then indicate why the appeal should be rejected and the Presiding Officer's ruling upheld;

- iii) without debate on the appeal, the members by roll call shall then vote on the appeal;
- iv) if the appeal is upheld, then the Presiding Officer shall change his ruling accordingly, if the appeal is rejected the presiding Officer may close the debate

#### Members

In addressing the Council, Local Board, Standing Committee or Committee no member shall:

- i) use indecent, offensive or insulting language against the Council, Local Board, Standing Committee or Committee or any member thereof;
- ii) speak on any subject other than the subject being debated;
- iii) criticize any decision of the Council, Local Board, Standing Committee or Committee except for the purpose of moving that the motion be reconsidered;
- iv) disobey the rules of the Council, Local Board, Standing Committee or Committee or a decision of the Presiding Officer on questions of order or practice, or upon the interpretation of the rules of the Council.

#### General

- i) Every member when speaking to any motion shall respectfully address the Presiding Officer.
- ii) When a member is speaking, no other member shall pass between the speaker and the Presiding Officer, or interrupt the speaker except to raise a point of order.
- iii) Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- iv) A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.
- v) All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.
- vi) Questions may be asked of
  - the previous Speaker
  - the Presiding Officer or
  - an Official of the Municipality

#### Motions and Order of Putting Questions in Council

- i) any motion may be introduced without notice if the Council, Local Board, Standing Committee or Committee without debate, dispenses with the notice on the affirmative vote of a majority of the members present and voting.
- ii) Motions

Any motion may be introduced without notice if the Council, Local Board, Standing Committee or Committee without debate, dispenses with the notice on the affirmative vote of a majority of the members present and voting.

- iii) Withdrawal of a Motion

after a motion has been received and read by the Presiding Officer it shall be deemed to be in the possession of the Council, Local Board, Standing Committee or Committee but it may with the majority consent of the members present, be withdrawn by the mover prior to discussion or amendment or voting thereon.

- iv) A Motion to Amend
  - a) shall be presented;
  - b) shall be voted on prior to the vote being taken on the original motion or a previous amendment to the original motion;
  - c) shall not be further amended, however further amendments may be made to the original motion;
  - d) shall be relevant to the motion to be received and read;
  - e) shall not be received by the Presiding Officer if it proposes a direct negative to the original motion;
  - f) may propose to divide the original motion into separate and distinct motions;
  - g) a motion in respect of a matter which is beyond the jurisdiction of Council, Local Board, Standing Committee, or Committee shall not be in order.
- v) every motion when duly moved and seconded, shall be received by the Presiding Officer, and shall then be open for discussion prior to the vote being taken.
- vi) no member shall speak more than once on the same motion, except;
  - a) when considering a report from a committee;
  - b) to explain a material part of their speech which may have been interpreted incorrectly;
  - c) with leave of the Council, after all other members so desiring have spoken;
  - d) in reply if he/she is the member who presented the motion to Council;
  - e) that Member (or members) under whose name the motion is introduced, may if they so wish, notwithstanding any other provisions of the rules of procedure, speak last on the motion before the vote is taken;
  - f) to raise a point of order;
  - g) the Clerk or Secretary shall state the action preceding the calling for the vote;
  - h) after a motion is finally put to a vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared;
  - i) the manner of determining the decision of the Council, Local Board, Standing Committee or Committee on a motion shall be by a show of hands;
  - j) where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk or Secretary shall record each vote. 1982, c 24, s.3.

## **15. Point of Order – Violation of Rules of Procedure**

When a member desires to call attention to what the member believes to be a violation of the Rules of Procedure, the member shall, when once recognized by the Presiding Officer, raise a Point of Order. On raising the Point of Order, a member shall state the Point of Order with a concise explanation and the Presiding Officer shall rule upon the Point of Order.

Unless a member immediately appeals the ruling of the Presiding Officer, the ruling on the Point of Order shall be final.

If the ruling is appealed, the appeal procedure set out in Section 14.1 shall be followed.

Once the Point of Order has been dealt with, the debate shall resume at the point it was before the Point of Order was raised unless the decision on the Point of Order has changed this procedure.

## **16. Minutes**

The Minutes shall record;

- i) the place, date, and time of the meeting;
- ii) the names of the Presiding Officer or Officers and the members in attendance;
- iii) the adoption of the minutes of the prior meetings;
- iv) all other proceedings of the meeting without note or comment;
- v) if a member arrives late, the time of arrival shall be noted in the minutes; if a member leaves early, the time of departure shall be noted in the minutes

## **17. Deputations/Delegations**

Persons desiring to present information verbally on a matter of fact or make a request of the Council, local board, standing committee or committee shall give notice to the Clerk or Secretary, in writing, prior to the meeting and may be heard by leave of the Presiding Officer or Council, local Board, standing committee or committee.

Council may decline a request to be a delegation when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Town of Thessalon.

In the case of a regular Council Meeting, the written notice must be received not later than 12:00 noon on the Thursday prior to the regular Council meeting. In the case of a regular meeting of a local board, standing committee or committee, notice must be received not later than 3:00 p.m. on the working day prior to the day of the meeting.

In the case of a special Council, local board, standing committee or committee meeting, the written notice must be received a minimum of four hours prior to the special meeting, and must relate to the business being dealt with at the special meeting.

Where the members of Council, local board, standing committee or committee have been advised of the date and time for a special meeting, and where a written request for a delegation at the special meeting is received, the members of the Council, local board, standing committee or committee must be contacted and advised of the delegation.

Delegations shall be limited in speaking to not more than ten (10) minutes. A delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes. A delegation shall only be entertained once per year by Council on a particular issue.

**18. Readings of By-laws and Proceedings Thereon**

(Please note that this section does not apply to Local Boards, Standing Committees or Committees.)

Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception that the date may not be inserted.

Every by-law shall have three readings prior to it being passed if required by legislation.

If the Council determines that the by-law is to be considered further, it shall be so considered prior to the third reading thereof.

If Council so determines, a by-law may be taken as read a first, second and third time and finally passed at the same meeting with a majority vote of all members.

The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.

Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in his/her office for safekeeping.

By-law 2580 is hereby rescinded.

This By-law shall come into force and take effect upon the immediate passing thereof.

**PASSED** in Open Council this 18<sup>th</sup> day of December, 2023.

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Mayor

Seal

\_\_\_\_\_  
Clerk-Treasurer