

**The Corporation of the Township of Wollaston**  
**By – Law 31-18**

**Being a By-Law to amend By-Law 03-18 Procedural by-Law**

WHEREAS Section 238(2) of the Municipal Act, 2001, provides 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(2.1) of the Municipal Act, 2001 provides that the procedure by-law shall provide for public notice of meetings;

**NOW THEREFORE** the Council of the Corporation of the Township of Wollaston enacts as follows:

1. That Section 2 “Council meetings and notices for same” is hereby amended by the addition of Section 2.5 as follows:

**2.5 Public Meetings for the purpose of receiving public representations.**

**When a public meeting is required to be held for the purpose of giving an opportunity to the public to make representations in respect of a proposed by-law, the business of this meeting shall be taken up in the order as listed below:**

1. **Call to Order**
2. **Declaration of Pecuniary or other Conflict Interest**
3. **Adopt Agenda**
4. **Confirmation of Notice**  
**Head of Council to confirm with Clerk or Secretary if notice of the Public Meeting has been circulated to prescribed persons and public bodies, in the prescribed manner, accompanied by the prescribed information.**
5. **Written Submissions**  
**Clerk or Secretary to read or report on written submissions that have been received.**
6. **Submissions**  
**Head of Council to call for any persons who are present to give verbal or written representation. At this time, any person or agent may make a verbal representation either for or against the proposed by-law. Delegations will be limited to not more than five (5) minutes, including questions and discussion with Council. Exceptions to this time limit will be considered by motion of Council. Each speaker shall clearly state their name for the record before providing their comment.**
7. **By-Laws**
8. **Adjournment**

2. That Section 3 "Agendas and Supporting Material" is hereby amended by the addition of Section 3.1 c) as follows:

**c) Notwithstanding the provisions within subsection a), when a public meeting is required to be held for the purpose of giving an opportunity to the public to make representations in respect of a proposed by-law, the business of this meeting shall be taken up as outlined in Section 2.5 of this by-law.**

3. That Section 5.7 "Delegations/presentations", subsection a) is hereby deleted and replaced with the following:

a) Petitions presented to Council shall be legibly written or printed on the prescribed delegation form and signed by at least one person and filed with the Clerk. **Submissions should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council.** The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum time of fifteen (15) minutes.


4. That Section 5.7 "Delegations/presentations", subsection b) is hereby deleted and replaced with the following:

b) Delegations wishing to address Council **shall complete the prescribed delegation form and file it with the Clerk. Submissions should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council.** The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Council Members prior to the meeting.

5. That this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

Passed this the 24<sup>th</sup> day of July, 2018

  
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Graham Blair, Reeve

  
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Jennifer Cohen, Clerk