

# The Corporation of the Township of Douro-Dummer

## By-Law Number 2023-41

### **A By-law to amend By-law No. 2022-21, as amended, being "A By-law to govern the proceedings of the Council of The Corporation of the Township of Douro-Dummer" (Procedural By-law)**

Whereas section 238 of the Municipal Act, 2001 (the "Act"), as amended, provides that every municipality and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings;

And Whereas the Council of The Corporation of the Township of Douro-Dummer deems it expedient to amend Procedure By-law No. 2022-41;

Now therefore be it resolved that the Council of The Corporation of the Township of Douro-Dummer enacts as follows:

1. That By-law No. 2022-41 be amended by:
  - a. Deleting subsection 4.2 Agenda – Regular meetings – to be delivered to Council – Thursday prior to meeting by 4:30 p.m. and replacing with a new subsection 4.2 as follows:

#### **4.2 Agenda – Regular meetings - to be delivered to Council – Thursday prior to meeting by 4:30 p.m.**

The Agenda and materials for meetings shall be sent electronically (unless otherwise requested for accessibility reasons) to each member of council, so as to be received no later than 4:30 p.m. on the Thursday prior to the meeting.

Access to Agenda materials for a regular Council meeting will be posted to the Township website on the Thursday prior to the meeting by 4:30 p.m.

- b. Deleting subsection 6.1 Order of Agenda and subsection 6.2 Deadline for material to be included, in their entirety and replacing them with new subsections 6.1 and 6.2 as follows:

#### **6.1 Order of Agenda**

The Clerk shall prepare the Council Agenda for all regular meetings consisting of the following:

1. Call Meeting to Order
2. Land Acknowledgement
3. Moment of Silent Reflection
4. Disclosure of Pecuniary Interest
5. Adoption of Agenda
6. Adoption of Minutes and Business Arising from the Minutes
7. Consent Agenda (reports voted upon by ONE motion) – No debate on these items
8. Delegations, Petitions, Presentations or Public Meetings
9. Public Comment Period – No Debate or Decision
10. Staff Reports
11. Committee Minutes and Other Reports
12. Correspondence – Action Items
13. By-laws
14. Accounts
15. Reports derived from previous Notice of Motions
16. Notices of Motion (No Debate)
17. Announcements

18. Closed Session
19. Rise from Closed Session
20. Matters Arising from Closed Session
21. Confirming By-law
22. Next Meeting
23. Adjournment

## **6.2 Deadline for material to be included**

The deadline for receipt of material by the Clerk to be included in the regular Council Agenda except for submissions under Section 9. Public Comment Period – No Debate or Decision shall be 12:00 noon on the Tuesday prior to the meeting.

The deadline for submission for Section 9 – Public Comment Period – No Debate or Decision to the Clerk to be included in the regular Council Agenda shall be 12:00 noon on the Monday immediately prior to the meeting.

All written submissions shall be signed or contain a digital signature by the person who wishes to make a comment and may be submitted in its original form, electronically in Portable Document Format (PDF), through the Township website, via fax or hard copy.

- c. That subsection 12.18.1 shall be amended with the inclusion of the following at the end of the subsection:

A Motion to Reconsider is not possible for an action which has already been completed or acted upon.

- d. Introducing a new Part 15 and shifting all numbering accordingly. The new Part 15 shall read as follows:

### **Part 15 Public Comment Period – No Debate or Decision**

#### **15.1 Written request - to Clerk - for Council**

Any person desiring to present a comment during the Public Comment Period – No Debate or Decision shall submit a signed written request on the Public Comment Period Request Form, attached to this By-law as Schedule 'C' and available on the Township website and in paper format at the Township Office, to the Clerk in accordance with the established submission deadline as set out in Section 6.2 of this By-law. Persons that fill out a Public Comment Period Request Form shall have their names shown on the meeting Agenda and in the Minutes. Supporting materials shall not be provided. Late Request Forms shall not be accepted.

#### **15.2 Speaker – limited to 1 speaker**

Persons appearing before Council during the Public Comment Period – No Debate or Decision shall have no more than one (1) person to speak on each request and shall make their presentation from the speaker's podium if the meeting is taking place in the Council Chambers.

#### **15.3 Business - stated - matters - related to**

Persons appearing before Council during Public Comment Period – No Debate or Decision shall confine their remarks to the business stated in their request which must be related to any item listed in Sections 10 through 15 on the Agenda for the meeting in question.

#### **15.4 Speaking - limited - 5 minutes**

No Public Commenter shall speak on a matter longer than a five (5) minute period.

#### **15.5 Restrictions and permission**

Public Comment Period Requests shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

**a) Number of Commenters During Public Comment Period – No Debate or Decision – meetings**

On any given scheduled Council meeting, there shall be a maximum of six (6) Commenters permitted to speak for a maximum time allotment of 30 minutes – divided amongst the Commenters. This time frame shall not be extended for any reason.

**15.6 Questions – to Commenters**

Members shall not be permitted to ask questions of Commenters and shall not make statements nor enter into debate with such persons.

**15.7 Repetition - prevented – Public Comment Request declined - exception**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view, Council via a decision by the Clerk, may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken before Council during the Public Comment Period – No Decision or Debate.

**15.8 Appearance - previous - limitation - new information**

Any person appearing before Council during the Public Comment Period – No Debate or Decision, who has previously appeared before the same Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearance within a 12-month period.

**15.9 Public Comment Period Request – deemed – inappropriate for Council**

When it is deemed inappropriate that a Public Comment Period Request come before Council, the Clerk shall so notify the Requester and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the Public Comment, shall, by a majority of the Council Members present and voting, introduce a motion to suspend the rules (see Section 2.1) to allow the Public Commenter to be heard at the next meeting.

**15.10 Public Comment – statements – unsubstantiated - offensive**

Whenever a Public Commenter in its deputation, offers comments or statements that are deemed to be erroneous, unsubstantiated or offensive, any Member of Council, or Staff Official, may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Staff Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the Commenters.

**15.11 Placards, signs and other paraphernalia – prohibited**

Placards, signs and other paraphernalia of any type shall not be permitted in the Council Chambers without prior approval of Council via a two-thirds vote of the Council Members present and voting (see Section 2.1).

- e. That Schedule "C" – Request for Public Comment Deputation Form, attached here as "Appendix A" be added to By-law No. 2022-21, as amended.

2. That this By-law shall come into force and effect on the 19<sup>th</sup> day of September, 2023.

Passed in open Council this 19th day of September, 2023.

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Mayor, Heather Watson

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Clerk, Martina Chait-Hartwig



## Request for Public Comment Deputation

If you would like to attend a Council Meeting to make a Deputation regarding an Item listed on the Agenda, you must complete this form and submit it to the Municipal Office. Please note that the deadline for Public Comment requests is 12-noon, on the Monday prior to the meeting date.

Please note that as per Procedural By-law 2022-21, as Amended, only 6 Public Comments shall be allowed for each meeting. The time limit of 5 minutes shall be strictly enforced.

Name of Individual: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Item to Which to Public Comment relates to and General Nature of the Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the purposes of the *Freedom of Information and Protection of Privacy Act*, by submitting this form, I authorize and consent to the use by, or the disclosure, to any person or public body or publishing on the Municipal website any information that is contained in this submission and recognize that my name may become part of the public record.

Signature:

\_\_\_\_\_  
Name:

Please submit the completed application to: Martina Chait-Hartwig, Clerk

[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)

Fax: 705-652-5044

Phone: 705-652-8392 Ext. 210

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*To Be Completed by Clerk's Department*

*Date Received:* \_\_\_\_\_ *Time:* \_\_\_\_\_