



The Corporation of the Town of Orangeville

By-law Number 2024-086

A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees

Whereas Section 238 of the Municipal Act, S.O. 2001, requires every municipality and local board to pass a procedure by-law for government the calling, place and proceedings of meetings; and

Whereas Council passed By-law 2017-064 on the 17th day of July, 2017 to govern the proceedings of Council and its Committees; and

Whereas Council deems it expedient to amend By-law 2017-064 as amended, in relation to the needs of Council and the community;

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. That By-law 2017-064 as amended, is hereby further amended by adding the following definitions to Section 2:

“Delegations/Delegates” Members of the public who register to speak to Council in advance of a meeting – maximum time 5 minutes.

“Open Forum” means a time set aside on the agenda for members of the public to ask a question of Council or comment on an item on the current agenda without registering – maximum time 3 minutes.

“Presentations” means staff, consultants or organizations presenting on behalf of or on the request of the Town.

2. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing the various Sub-Sections below with the following:

3.8.2.1 Notice of all Council and standing committee meeting agendas shall be posted in the notice case outside the Second Street entrance to the

municipal offices and on the Town website at least twenty-four (24) hours in advance of the meeting. Whenever possible, agendas for Council meetings shall be published at least 3 business days prior to the meeting. Any addendums to the agenda shall be updated and posted to the website by 1 pm on the day of the Council meeting.

3.10.4 The method and technology used to facilitate electronic participation in a meeting shall be determined by the Clerk, in consultation with the Information Technology division. If at any time the stream for a meeting that is held electronically goes down, the meeting shall recess as soon as it is noticed for a minimum of 15 minutes to allow any participants watching the stream to either connect through telephone at the number listed on the current agenda for connectivity or attend the meeting location.

3.10.5 Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) as much notice as possible prior to the scheduled meeting. The request may be facilitated if technology permits.

3.10.6 Members wishing to participate electronically for a committee meeting must provide the Secretary as much notice as possible prior to the scheduled meeting. The request may be facilitated if technology permits

3.10.7 The Mayor (or designate Chair) is to be physically present in Council Chambers for a meeting. The Clerk and all other members of Council shall be present in Council Chambers whenever possible.

6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk shall place all staff reports, committee minutes and relevant correspondence under the heading "Consent Agenda", which matters may be considered by Council and Committee of the Whole as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.

7.3.4 The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Open Meeting – 7:00 p.m.
6. Singing of National Anthem
7. Land Acknowledgement

8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Open Forum
12. Presentations, Petitions and/or Delegations
 - 12.1 Public Delegations/Petitions
 - 12.2 Staff/Consultant Presentations
13. Consent Agenda
 - 13.1 Staff Reports
 - 13.2 Correspondence
 - 13.3 Committee Minutes
14. Notice of Motion Prior to Meeting
15. Notice of Motion at Meeting
16. Announcements
17. By-laws
18. Adjournment

The Clerk may add, delete or modify agenda item headings to facilitate the orderly conduct of a meeting.

7.11.1 A written copy of a proposed motion along with supporting background information submitted to the Clerk by a member of Council at least seven (7) days in advance of and included in the agenda for the next regular meeting of Council shall be considered at that meeting of Council.

3. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing Section 7.6 with the following:

7.6 Presentations, Petitions and Delegations

7.6.1 Except as provided in this by-law, no person shall address Council without the permission of Council.

7.6.2 Delegations: Any person desiring to be heard by Council as a delegate shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester's name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action, the previous staff consultation information, supporting documents and the reasons for the request. Verbal remarks to Council at a meeting shall be confined to the stated business.

7.6.2.1 No member of the public shall be permitted to delegate to Council for the purposes of solicitation of services or other such endeavors.

7.6.2.2 No delegations will be approved for any member of the public who has previously spoken to the matter at a public meeting held for the same topic with the same information.

7.6.2.3 No delegations shall be permitted on any item that is deemed to be outside of the jurisdiction of Council.

7.6.2.4 Delegates requesting to speak shall be required to consult with relevant staff prior to submitting a request to delegate.

7.6.2.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to delegate to Council. Exceptions to this sub-section may be permitted with approval from the CAO or Council.

7.6.2.6 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.

7.6.2.7 The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.

7.6.2.8 A person addressing Council shall only be allocated five (5) minutes to present their information, except with the leave of Council.

7.6.3 Petitions: An organizer of a public petition may submit the text of the petition for inclusion on the Council agenda. That person shall provide his or her name, address and telephone number along with the petition. Any communication with respect to the petition will be with the organizer of the petition only.

7.6.3.1 Presentation of petitions shall follow the same process and rules as that for delegations. Presentations: Staff, consultants or organizations presenting on behalf of, or upon request from the Town will be considered a presentation.

7.6.3.2 Presenters or the relevant staff member shall notify the Clerks office of the intent to present and provide all supporting documents at least 7 days in advance of the meeting.

7.6.3.3 Presenters shall provide the Clerks Office with the time needed for the presentation, which shall not exceed 30 minutes except with the leave of Council.

7.6.4 All information presented in public session become part of a public record and shall be made available for public viewing by way of print and/or electronic means.

7.6.5 Anyone wishing to use Town technology (computer, projector, screen, etc.) for presentation purposes must provide the entire presentation to the Clerk's Office no later than 3:00 p.m. on the Friday immediately preceding the relevant Council meeting. Staff will upload the presentation to ensure it is compatible with Town technology and does not contain any unsafe content. Copies of presentations shall be added to the addendum agenda.

7.6.6 To encourage thoughtful and respectful conversations and comments, first and last names must appear with each submission. Emails or comments from an anonymous source or pseudonym will not be included in an Agenda. Authors will be given the opportunity to provide their name and address. If there is no reply by 10 am on the morning of the meeting, the Clerk shall remove the delegation request from the agenda.

4. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing Section 7.8 with the following:

7.8 Open Forum

7.8.1A person on his/her own behalf, or as a spokesperson for a group, may ask questions of Council during open forum.

7.8.2 A person addressing Council with a question or comment shall be allocated three (3) minutes of time at the delegate stand after which time the microphone shall be turned off.

7.8.3 No person shall be permitted to speak at the same meeting for which they are a registered delegate on that topic.

7.8.4 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.

7.8.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to speak during open forum.

7.8.5.1 Notwithstanding section 7.8.5, any member of the public may provide their comments at a statutory public meeting held pursuant to regulations included in the legislation requiring such meeting.

5. That By-law 2017-064 as amended, is hereby further amended by deleting the following Sub-Sections:

3.10.9 A physical quorum (a majority of the members) at a meeting of Council shall be achieved at the commencement of the meeting and maintained throughout the meeting.

6.12.1 A motion to amend a motion properly before Council shall be presented in writing.

6. That By-law 2017-064 as amended, is hereby further amended by adding the following Sub-Sections:

7.7.3 Statutory public meeting dates may include both statutory and non-statutory topics on the agenda.

7.12.4.1 The member who presented the notice for future consideration shall provide the Clerk with a written copy of the proposed motion along with supporting background information at least seven (7) days prior to the meeting they wish to have the motion considered.

Read three times and finally passed this 16th day of December, 2024.



Lisa Post, Mayor



Jordyn Lavecchia-Smith, Deputy Clerk