

PROCEDURAL PURPOSE

Every municipality in the province of Ontario must have a procedural by-law as required by Section 238 of the Municipal Act. 2001. The procedural by-law governs the way that Council and committee meetings nr. The by-law includes rules for how municipal meetings are called, who is involved, where they happen, and how they proceed.

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2.4. EDUCATION AND TRAINING SESSIONS

2.4.1 The Council may decide, at a meeting open to the public, to convene an informal gathering of its members to receive and discuss information or advice of a general nature involving subject matters of interest to the members, at a time and place designated at that time by the Council.

2.4.3 An Education & Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not it is within the boundaries of the township or elsewhere.

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5.1.3. MEETING SECTION

5.1.3 During the months of July, August and December in each year, there shall be one Regular Scheduled Council Meeting per month to be held at a date and time set in the schedule of meetings.

5.7. ORDER OF PROCEEDINGS -AGENDA AND MINUTES

5.71. The business of Council shall proceed in the following order (a) Call to order to (h) Public Meeting
(i) Closed Session
(j) Committee of the Whole to (t) Adjournment

5.72. The business of the Committee of the Whole shall proceed in the following manner (a) Call to Order to (d) Presentations/Delegations (e) Public Meeting (e) Public Meeting (f) Closed Session to (g) Recreation Committee

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5.7.3. POSTPONED OR CANCELLED MEETING

In the case of a postponed or cancelled regular scheduled meeting of Council or Committee of the Whole the business of the meeting either immediately preceding or immediately following the regular

7. PRESENTATIONS, DELEGATIONS AND WRITTEN SUBMISSIONS

- 7.8. Unregistered presentation or delegations may address Council or Committee during a meeting by a motion from Council or Committee and may speak for no longer than five (5) minutes.
- 7.13. Unless Council or Committee otherwise gives permission, no registered delegation shall be permitted to address Council or Committee for longer than seven (7) minutes.
- 7.14. Presentations to Council for information purposes are permitted ten (10) minutes to speak.
- 7.15. Presentations by Township staff at meetings shall aim to be a maximum of ten (10) minutes.
- $7.16. \ Presentations by staff providing information with no accompanying report shall be heard at the beginning of the committee portion of the meeting.\\$
- 7.17. Presentations recognizing achievements shall be heard at the beginning of a Committee of the Whole or Council meeting.
- $7.18. \ A \ person \ may \ attend \ a \ scheduled \ meeting \ date \ 15 \ minutes \ prior \ to \ the \ start \ of \ the \ meeting \ to \ informally \ address \ Council \ members.$

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QUESTIONS

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