

**Schedule B to Staff Report 2025-0329**  
**Proposed Consolidated Public Meeting Procedure By-law Provisions**

**Legend:**      **Black font – currently in the Procedure By-law**  
                  **Blue font – proposed added new clauses into the Procedure By-law**  
                  **Highlight – amending current wording in the Procedure By-law**

**Part 1:**

**Definitions**

1.1 In this by-law:

“**Meeting type**” means any *Advisory Committee, Committee or Council meeting* held in person and/or electronic means, or another means as determined by the *Clerk* that is publicly notified to be of an alternate *meeting* form to its regular proceedings and:

(b) “**Public meeting**” or “**Public information meeting**” means a public hearing conducted in accordance with the applicable legislative requirements or requirements contained within this by-law,

**Part 3**

**Council and Committee Structure**

3.9 *Public Meetings*

3.9.1 The *Committee* with the most relevant associated main role is delegated the power to hold a public hearing or *meeting* where legislatively required and any such matter shall be listed on either a *Council* or *Committee* agenda, as deemed appropriate, at which the proceedings shall be conducted in accordance with the applicable legislative requirements.

3.9.2 The *Committees* shall, as authorized the *Municipal Act, 2001*, as amended, act in place and stead of the *Council*, unless otherwise decided by the *Council* to conduct hearings at public *meetings* required by the *Planning Act, 1990*, as amended; the *Development Charges Act, 1990*, as amended, and the *Education Act, 1990*, as amended, and as directed additionally by the *Council* pursuant to any other Act.

3.9.3 The *Presiding Officer* shall advise of the procedures to be followed for the applicable legislative requirements at the commencement of the public *meeting* and confirm appropriate public notice of the *public meeting* was provided.

3.9.4 *Public meetings* held by a delegated *Committee* shall only consider *procedural motions*.

3.9.5 *Presentations* on a listed *public meeting* agenda item shall be heard prior to the opportunity for a member of the public to speak to it.

3.9.6 A member of the public may register with the *Clerk* to speak to any listed *public meeting* agenda item.

3.9.7 A member of the public shall register with the *Clerk* if they intend to speak by means other than in person.

3.9.8 The *Presiding Officer* shall call upon members of the public who have registered with the *Clerk* to speak in the order which the registration was received prior to any other members of the public are provided an opportunity to speak to the matter under consideration.

3.9.9 The *Presiding Officer* may advise members of the public to limit their speaking to matters that have yet to be materially considered by others who have previously spoken to the same matter.

3.9.10 The *Presiding Officer* shall call upon members of the public in attendance at the *public meeting* for the opportunity to speak to the matter being considered after the registered members of the public have spoken to it.

3.9.11 During a *public meeting*, after all members of the public have been provided an opportunity to speak to the matter under consideration, the *Presiding Officer* shall ask those in attendance if there are any other members of the public who wish to speak to the matter being considered.

3.9.12 Upon confirmation that all members of the public have been provided an opportunity to speak to the matter under consideration, the *Presiding Officer* shall adjourn the public portion of the *meeting* with respect to the matter being considered as listed on the agenda.

**Schedule B to Staff Report 2025-0329**  
**Proposed Consolidated Public Meeting Procedure By-law Provisions**

- 3.9.13 Debate on a matter with the public portion adjourned by the *Presiding Officer* shall be limited to *members*.
- 3.9.14 The rules or procedures for a person addressing Council or Committee contained within section 8.8.14 of this By-law, where applicable, further applies to a member of the public desiring to speak to an agenda item at a public meeting.
- 3.9.15 The rules or procedures for a member of the public desiring to speak to an agenda item at a public meeting contained within this section of the By-law shall prevail despite section 8.8 of this By-law regarding Delegations.

**Part 5**

**Council and Committee Meetings**

5.3 Council and Committee Meetings

- 5.3.2 Unless otherwise decided by *Council*, *Committee meetings* shall be held at an accessible Town facility commencing at 2:30 p.m. for General Committee and Planning and Development Committee *meetings*; and 7:00 p.m. for the Public *Meeting* portion of a Planning and Development Committee meeting.

**Part 7**

**Agendas**

7.12 Notwithstanding section 7.11 of this By-law, the following headings shall be on:

- b) Public (information) meeting agendas;  
Notice  
Call to Order  
Indigenous Land Acknowledgment  
Approval of Agenda  
Disclosure of Pecuniary Interest  
Public Meeting  
Adjournment

**Part 8**

**Meeting Proceedings**

8.8 Delegations at Meetings other than Public Meetings

**Part 9**

**Minutes**

- 9.5 Minutes of public meetings held to fulfil the requirements of the Planning Act by providing an opportunity for the public to express their views on planning related policies and development applications (Public Information Meetings) shall additionally include:
- a) that the Presiding Officer advised of the procedures to be followed at the commencement of the public meeting and called upon any registered speakers to express their views;
  - b) the name of the person expressing their view and enough detail to identify their affiliation with the associated policy or development application to determine third-party appeal rights to the Ontario Land Tribunal; and
  - c) the topic of the individual's concern or support associated with the policy or development application.

**Part 12**

**Voting Procedures**

- 12.6 A motion may be put to a vote through an alternative form at a *Advisory Committees*, workshops, and public meetings by the Chair's discretion.