

Schedule D to Staff Report 2025-0329
Proposed Consolidated Workshop 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:

(c) “**Workshop**” means an *Advisory Committee or Committee meeting* held solely for the purposes of education, information, or input from its *members*.

Part 3

Council and Committee Structure

3.11 Workshops

3.11.1 *Workshops* shall only consider *procedural motions*.

3.11.2 *Workshops* shall only consider *presentations, correspondence or delegations* as items attached to or included within its agenda.

3.11.3 The purpose or topics of a *Workshop* shall be listed as items under the *Workshop* heading on the agenda.

3.11.4 All listed agenda items shall be related to the purpose or topics of the *Workshop*.

3.11.5 *Workshops* may include comments or input from its *members* for staff consideration in developing a future report related to its *meeting’s* purpose or topics.

Part 5

Council and Committee Meetings

5.4 Special Meetings or Meeting Adjustments and Additions

5.4.4 Notwithstanding any other Section of this By-law, the *Clerk*, in consultation with the *Mayor*, may upon providing at least 7 days notice to the public:

c) call and schedule a new meeting for the purposes of conducting a workshop.

5.4.5 For the purposes of Section 5.4.4, for greater clarity, posting a change to a *meeting* day or time or adding a new **workshop** on the Town’s website shall be considered sufficient notice.

5.6 Call to Order/Quorum

5.6.3 Notwithstanding subsections 5.6.1 and 5.6.2, presentation of a *workshop’s* agenda items may proceed without *quorum* of its *members* in accordance with the *Municipal Act* and section 3.11 of this By-law, so the considered agenda items of the scheduled *meeting* are deemed no longer before *Committee*, without further adjournment requirements to the next *meeting* specified in subsection 5.6.2, provided that the discussed agenda items are both video and audio recorded.

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Part 7

Agendas

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

- c) Workshop agendas;
 - Notice
 - Call to Order
 - Indigenous Land Acknowledgement
 - Approval of Agenda
 - Disclosure of Pecuniary Interest
 - Workshop
 - Delegations
 - Adjournment

Part 8

Meeting Proceedings

8.7 Presentations

8.7.2 When reasonably possible, a maximum of three (3) presentations and a total of thirty (30) minutes of presentation items will be permitted at each meeting that is not considered a **workshop**.

8.7.3 When reasonably possible, the *Clerk* shall limit to scheduling one presentation at a meeting if the presentation is estimated to exceed twenty (20) minutes and the meeting is not considered a **workshop**.

8.7.4 When reasonably possible, the *Clerk* shall add any *presentation* exceeding twenty (20) minutes to the next scheduled **workshop** or call and schedule a new **workshop** for the completion of such a presentation in accordance with section 5.4.4 of this By-law, provided that a Council decision or Committee recommendation on the matter does not coincide with the presentation at the same *meeting*.

8.7.5 The presentation rules of order outlined in sections 8.7.2 to 8.7.3 of this By-law do not apply to **workshops**.

8.7.6 When reasonably possible, **workshops** shall be limited to two (2) hours of *presentations*.

8.8 Delegations at Meetings other than Public Meetings

8.8.11 Notwithstanding subsections 8.8.8 to 8.8.10, respectively, a person desiring to address a *Committee meeting* publicly notified as a *workshop* may request a delegation through the *Clerk* prior to meeting adjournment, and *Committee* may grant the person to address them or ask public questions with the consensus of *Committee* or at the discretion of the *Chair*.

Part 12

Voting Procedures

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