

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-44**

A BY-LAW TO AMEND BY-LAW 2017-76, AS AMENDED, "A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS"

WHEREAS Council desires to update By-law 2017-76, As Amended;

NOW THEREFORE the Corporation of the Township of South Frontenac enacts as follows:

1. By-law 2017-76, As Amended "A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings" is hereby amended as follows:

Schedule A, Section 1. is amended by adding clause v. to read as follows:

"Delegation means an address to Council made at the request of a person wishing to speak.";

Schedule A, Section 1. is amended by adding clause w. to read as follows:

"BRIEFING means a verbal update to Council or the Committee of the Whole by Township Staff or consultants to the Township or someone with expertise who has been invited by Council or the Committee of the Whole.";

Schedule A, Section 2. e., paragraph 2, is amended by adding the word "second" following the word "first" to read as follows:

"Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first, second and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.";

Schedule A, Section 2. i., paragraph 1, is amended by deleting the word "COUNCIL" following the phrase "COMMITTEE OF THE WHOLE", by replacing the phrase "on the 2nd Tuesday of each month" with the phrase "at the Call of the Mayor or Clerk" and by deleting the phrase "except during July and August" to read as follows:

"COMMITTEE OF THE WHOLE - Committee of the Whole meetings will be held at the Call of the Mayor or Clerk, as required, and shall follow similar rules of procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate, direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall not be binding on Council."

Schedule A is amended by deleting the agenda formats outlined Section 3. a., in their entirety; and

Schedule A is amended by adding revised agenda formats in Section 3. a., to read as follows:

“COUNCIL Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
10. Reports Requiring Action
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statement by Councillors
19. Closed Session **(if requested)**
20. Confirmatory By-law
21. Adjournment

COMMITTEE OF THE WHOLE Agenda:

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Reports Requiring Direction
10. Reports for Information
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
14. Closed Session **{if requested)**
15. Adjournment”

Schedule A is amended by deleting Section 3. b., in its entirety; and

Schedule A is amended by adding a revised Section 3. b., to read as follows:

- i. “Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting or Committee of the Whole Meeting at which such person desires to be heard
- ii. In order to be scheduled as a delegation before Council or the Committee of the Whole, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the meeting
- iii. The Clerk, in consultation with the Mayor, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda
- iv. Except as required by law, any person appearing before Council or a

- Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances
- v. Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk
 - vi. Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Mayor
 - vii. A maximum of three (3) delegations may address Council per Meeting
 - viii. The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution
 - ix. Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions or enter into debate or discussion with a Delegation
 - x. Members shall not pose questions to staff during a Delegation
 - xi. All delegates shall address the Mayor, shall state their name and whom they represent
 - xii. No delegate shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Mayor or Council
 - xiii. The Mayor may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw
 - xiv. No Delegations shall be permitted on the following topics: (a) labour relations or staff negotiations; (b) an application submitted under the *Planning Act*; (c) a Notice of Motion; (d) litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; (e) tenders, requests for proposals or other procurement issues; (f) any matter that is not within the jurisdiction of Council or the Committee of the Whole, as determined by the Mayor in consultation with the Clerk; and (g) any matter that is properly the subject of a Closed Session"

Schedule A is amended by deleting Section 3. c., paragraph 2. in its entirety; and

Schedule A, Section 3. c., is amended by adding a new paragraphs 2. and 3., to read as follows:

- “ Council will not make a decision or pass a corresponding by-law until a subsequent Council meeting to provide Council sufficient time to consider public input and any additional information required of the applicant.
- ii. Notwithstanding Section 3. c. Clause i., Council may pass a by-law during the Council meeting in which the statutory public meeting was held, if the planning matter is deemed to be technical in nature and no concerns were raised prior to or during the public meeting. It being understood that the public meeting report would articulate that staff are proposing that the application be considered via the streamlined process.”;

Schedule A, Section 3. is amended to add Section 3. paragraph d. to read as follows:

“**BRIEFINGS** – Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda.”

2. This By-law will come into force and take effect on the date of its passing.


Given First and Second Readings: May 16, 2023

Given Third Reading signed and sealed May 16, 2023

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**



Ron Vandewal, Mayor



James Thompson, Clerk