



THE CORPORATION OF THE TOWNSHIP OF NORWICH

BY-LAW NUMBER 56-2022

**A BY-LAW TO AMEND TOWNSHIP OF NORWICH BY-LAW 57-2017 AS AMENDED,
BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL OF THE
TOWNSHIP OF NORWICH AND OF ITS COMMITTEES**

WHEREAS Section 238(2) of the Municipal Act, 2001, S.O.2001, c.25 as amended, requires every municipality to pass a Procedural By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Township of Norwich enacted By-law 57-2017, to govern the proceedings of the Council of the Township of Norwich and of its committees October 10th, 2017;

AND WHEREAS the Council for the Corporation of the Township of Norwich now deems it necessary and expedient to amend By-law 57-2017.

NOW THEREFORE the Council of The Corporation of The Township of Norwich hereby enacts as follows:

1. That By-law No, 57-2017, as amended, being a By-law to govern the proceedings of the Council of the Township of Norwich and of its committees, be and the same is hereby amended with the addition of the following:

2.4 Recording, Broadcasting

- 2.4.1 Meetings which are note closed to the public may be recorded, broadcasted, or otherwise electronically or mechanically recorded so long as the recording is carried out in a manner that does not interfere with proceedings at the meeting, and provided that the recording has been authorized by the Mayor.

2.5 Webcasting

- 2.5.1 The Township may choose to offer live and/or archived webcasting of Council meetings.

2. That By-law No, 57-2017 as amended, being a By-law to govern the proceedings of the Council of the Township of Norwich and of its committees, be and the same is hereby amended by deleting Section 8 – DELEGATIONS in its entirety, and replacing such section with the following:

Section 8 - DELEGATIONS

8.1 Delegations

- 8.1.1 Persons wishing to appear before Council shall submit written notice to the Clerk, no later than Wednesday at 4:30 p.m. of the week prior to the Meeting.

The written notice to the Clerk from shall be submitted on the applicable “Delegation Request Form”, which shall include:

- the persons name and address
- a detailed brief of their presentation, which shall clearly state the nature of the business to be discussed and detailed information outlining the subject matter,
- any request/direction the presenter is seeking from Council,
- the name and address of any persons or organizations which they are representing, if applicable.

The brief will form part of the official record of the proceedings and will be considered a public document.

Where a Delegation wishes to provide Members with written communication supporting the Delegation’s comments (including a petition), the communication s hall be provided with the Delegation Request Form.

8.1.2 Notwithstanding Section 8.1.1, in the case of extenuating circumstances, Council may, at its sole discretion, entertain delegations with less notice with a majority vote. If the delegation does not relate to a matter already on the agenda, it must pertain to a time sensitive/emergent matter.

8.1.3 Notwithstanding Sections 8.1.1 or 8.1.2, a person wishing to present information is not required to give written notice nor be listed on the agenda with respect to a matter before Council for which the public has been given notice of the Public Meeting under the Planning Act, any other Act, or according to Municipal Policy, at such Public Meeting.

Delegations will not be permitted at Council to address planning matters considered at a public meeting pursuant to the provisions of the Planning Act.

8.1.4 Delegations shall be limited to speak for no more than ten (10) minutes and shall be so advised in advance of their delegations. Where a delegation consists of a group of two or more persons, the group may address the Council for no more than fifteen (15) minutes. Time involved in receiving and answering questions from Council shall not be deducted from the time limit for the delegation. The Chair will notify all deputations when they have one minute remaining.

An extension to speak may be decided, without debate, by a majority vote of Council Members present.

Delegations shall only present new information. Repetitive delegations by any persons or groups will not be considered.

8.1.5 Municipal audio-visual equipment may be used to assist in presentations, provided that notice is given to the Clerk at the time the presenter(s) contacts the Clerk’s Office to register for the meeting. All presentation material must be provided with the Delegation request form to the clerk by 4:30 p.m. on the Wednesday of the week prior to the Meeting.

8.1.6 No Delegation shall:
a) speak disrespectfully of or to any person;

- b) use improper or offensive words/language;
- c) speak on any subject other than the subject for which they have received approval to address Council;
- d) appear before Council for the sole purpose of generating publicity or personal attacks; or
- e) disobey the rules of procedure or a decision of the Chairperson.

8.1.7 Members of Council shall not engage in debate with the delegation, but may be permitted to ask questions of delegates only to clarify their submissions or to obtain further information from them that is relevant to their submission.

8.1.8 Council may refuse to hear delegations when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Township.

8.2 Petitions

8.2.1 Every petition intended to be presented to Council, shall be legibly written or printed and shall not contain any improper matter or language and shall be signed by at least one person with the appropriate contact information, and filed with the Clerk.

8.2.2 Every petition shall be delivered to the Clerk not later than Wednesday at 4:30 p.m. of the week prior to the Meeting. Communications/petitions containing any improper matter or containing improper, obscene, or defamatory language shall not be included in the Agenda.

8.2.3 Subject to Section 8.2.2, petitions filed with the Clerk shall be placed on the agenda in the form and with the information/content as received

3. That By-law No, 57-2017 as amended, being a By-law to govern the proceedings of the Council of the Township of Norwich and of its committees, be and the same is hereby amended by deleting Section 4.5.3 and addition of the following:

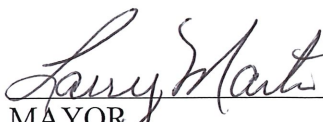
4.1.3 Members of council may participate electronically in a meeting which is open or closed to the public. A member of council who is participating electronically in such a meeting may be counted in determining whether or not a quorum of members is present at any point in time.

4. That By-law No, 57-2017 as amended, being a By-law to govern the proceedings of the Council of the Township of Norwich and of its committees, be and the same is hereby amended by deleting Section 12.3 and replacing such section with the following:

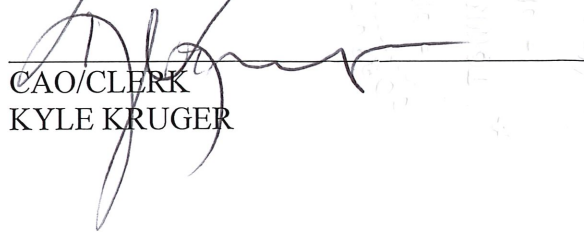
12.3 The Mayor or Chair may direct that a member or members of the public vacate the Council Chambers or any other location in which Council may conduct their business if their behaviour is deemed to be disruptive to the business at hand. In the event that the disruptive behaviour continues, the Mayor may call upon appropriate assistance from security/police services.

5. That this by-law shall become effective as of third and final reading.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF OCTOBER, 2022.



MAYOR
LARRY MARTIN



CAO/CLERK
KYLE KRUGER