

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 3523-22

BEING A BY-LAW to adopt Municipality of Wawa Policy No. GG-003:
Proceedings of Council and Committees.

WHEREAS Section 238 of the *Municipal Act*, S.O. 2001, Chapter 25, as amended from time to time, provides that every Council and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of The Corporation of the Municipality of Wawa deems it necessary to make revisions to Policy No. GG-003: Proceedings of Council and Committees to reflect changes related to meeting format;

NOWHEREFORE the Council of The Corporation of the Municipality of Wawa enacts as follows:

1. **THAT** By-Law No. 3359-20 be and is hereby repealed.
2. **THAT** Policy No. GG-003 herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted as Municipality Policy on Procedural Matters Relating to Council and Committees.
3. **THAT** the Mayor and Clerk be and are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

READ a first, second and third time and finally passed this 12th day of July, 2022.



PAT TAIT, MAYOR

CATHY CYR, CLERK



The Corporation of the Municipality of Wawa

Policy Manual

POLICY TITLE:	Council Procedural By-Law
SUBJECT:	Rules Governing the Proceedings of Council, the Calling of Meetings and the Conduct of Members, Staff and the Public
POLICY NO.	GG-003
EFFECTIVE DATE:	July 12, 2022
ENACTED BY:	By-Law No. 3523-22

Table of Contents

1.	Definitions	2
2.	General Meeting Rules	5
3.	Roles and Responsibilities	13
4.	Meetings	15
5.	Notice of Meetings	18
6.	Meeting Agendas	19
7.	Electronic Participation at Meetings.....	21
8.	Amendment.....	22
9.	Amend, Repeal, Enactment.....	22

1. Definitions

- a) **“Acting Chair”** means the member who is temporarily appointed to serve in the Chair’s place.
- b) **“Ad-Hoc Committee”** means a Committee established by Council to review a specific issue, matter or project. Once the Committee has completed the assigned tasks and reported its findings and recommendations, the Committee is automatically dissolved.
- c) **“Agenda”** means the list of business to be conducted at a Meeting.
- d) **“By-Law”** means an enactment, in a form approved by Council, passed for the purpose of giving effect to decisions or proceedings of Council.
- e) **“Chair”** means the person presiding at a Meeting.
- f) **“Chief Administrative Officer”** means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.
- g) **“Clerk”** means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.
- h) **“Close Debate / Call the Question”** means an action that brings debate on an issue to a conclusion by a specified time, thus forcing a decision on that issue at that time.
- i) **“Committee of the Whole”** means a Committee of all Members of Council.
- j) **“Confidential Item”** shall include the following:
 - (i) Any matter marked “confidential” by staff or item of a confidential nature which has not been lawfully published, disclosed or provided to the public at a Public meeting or information session/centre;
 - (ii) A record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act* or under this By-Law;
 - (iii) Any matter which could form the Subject matter of an exemption from disclosure or prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Chapter M.56*;
 - (iv) Any matter which the Municipality is prohibited from disclosing pursuant to any contract, legislation or other lawful authority.
- k) **“Consent Agenda”** means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.
- l) **“Council”** means the elected Members of the Municipal Council.
- m) **“Council Package”** means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

- n) **“Closed Meeting”** means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.
- o) **“Debate”** means a discussion on the merits of the question/motion and whether the proposed action should or should not be taken.
- p) **“Defer”** means to remove the main motion from consideration of Council or Committee until such time as provided for a future meeting.
- q) **“Delegation”** means an individual or an organization addressing the Council or Committee about a specific item on the agenda of a meeting that falls within the body’s jurisdiction, but does not include those speaking to a by-law for which a public hearing has been held or is scheduled.
- r) **“Deputy Mayor”** means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.
- s) **“Electronic Device”** means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any similar device.
- t) **“Electronic Meeting”** means a member of Council who participates remotely in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards quorum of members.
- u) **“Emergency Meeting”** means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.
- v) **“Ex Officio”** means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.
- w) **“Head of Council”** means the Mayor or, in the absence of the Mayor, the Deputy Mayor or Acting Mayor.
- x) **“Local Board”** means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Public Health Board and Public Library Board.
- y) **“Meeting”** means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.
- z) **“Member”** means a Member of Council, Local Board or Committee.

- aa) **“Motion”** means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. A verbal motion may be considered upon agreement from the members present. When a Motion passes, it becomes a Resolution or By-Law.
- bb) **“Motion to Amend”** means a Motion to vary the main Motion before Council or a Committee.
- cc) **“Municipal Act”** means the *Municipal Act*, 2001, S.O. c.25. as amended.
- dd) **“Municipality”** means The Corporation of the Municipality of Wawa.
- ee) **“Notice of Motion”** means an advance notice to Members regarding a matter on which Council will be asked to take a position.
- ff) **“Officer(s)”** means a person, such as the Chief Administrative Officer – Treasurer, Clerk, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.
- gg) **“Order of Business”** means the sequence of business to be introduced and considered in a Meeting.
- hh) **“Point of Privilege”** is used to request immediate action on a matter affecting the rights or privileges of a Council or committee member. Such rights may including heating, ventilation, sound or possibly requests for personal assistance, or objections to personal remarks or wrongful accusations made by another person.
- ii) **“Point of Procedure or Order”** is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.
- jj) **“Presentation”** means the majority of members or committee members required to be present in person or electronically, in order that business may be conducted, subject to the provisions of the *Municipal Conflict of Interest Act*, RSO 1990, Chapter M.50.
- kk) **“Public”** means a resident in the Municipality of Wawa.
- ll) **“Quorum”** means a majority of Members of Council or Committee.
- mm) **“Recess”** means a break during a meeting for a defined period time.
- nn) **“Recorded Vote”** means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.
- oo) **“Regular Meeting”** means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.
- pp) **“Resolution”** means a Motion that has been approved by Council It is a formal expression of the opinion, statement, will or direction of the Council for specific action to be taken.

- qq) **“Special Meeting”** means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.
- rr) **“Standing Committee”** means a Committee established by Council to study, investigate and report on a specific area of responsibility and to make recommendations to Council in that area. A Standing Committee normally exists from the long-term. Once the Committee has completed the assigned tasks and reports its findings and recommendations to Council, the Committee shall be deemed dissolved at the completion of their mandate based on the Terms of Reference or by a Resolution of Council. The term “Standing Committee” is synonymous with “Steering Committee”.

2. General Meeting Rules

2.1 Application

- a) The rules and regulations contained in this policy shall be observed in all proceedings of all meetings of Council and committees for the handling of business, unless specifically provided for otherwise.
- b) Despite the provisions of this policy, nothing in this policy shall be construed as giving the authority to any committee, any committee member or Councillor, be he or she Chair of a committee or not, to direct or interfere with the performance of any work for the Municipality; and the officer in charge shall be subject only to his or her superior officer as established in the formal organizational structure of the Municipality.

2.2 Meeting Rules

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

2.3 Suspending Procedural By-Law

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

2.4 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

2.5 Deputy Mayor

The position of Deputy Mayor shall be held by a Member of Council (except the Mayor). The Deputy Mayor shall be selected from among the Members of Council. The selection of the Deputy Mayor shall be made on an annual basis at the first Council meeting of each calendar year through Resolution of Council.

2.6 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor’s duties and shall have all the rights, powers and authority of the Head of Council.

2.7 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting.

2.8 Meeting Location and Time

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, 40 Broadway Avenue, Wawa, Ontario at 6:30 p.m. unless otherwise determined by Council.

2.9 Clerk

A Clerk or Acting Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council.

2.10 Quorum

- a) Quorum must be present at all Meetings.
- b) If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting.
- c) The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting.
- d) If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting.

2.11 Minutes

- a) Minutes of all Meetings will be recorded without note or comment.
- b) After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies.

2.12 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave early.

2.13 Declarations of Conflicts of Interest

- a) Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:
 - (i) Provide a written statement of the interest and its general nature to the Clerk;

- (ii) Will leave the Council Meeting while the issue is considered; and,
 - (iii) Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed.
- b) If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting.
 - c) Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

2.14 Rules of Debate

- a) The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions.
- b) All Agenda items to be discussed are to proceed by Motion.
- c) Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate.
- d) The Chair or the Clerk will read the Motion or question.
- e) The mover has the first right of speaking on that Motion, then the Chair.
- f) The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.
- g) After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion.
- h) After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.
- i) A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:
 - (i) With permission of Council,
 - (ii) If questioned by another Member;
 - (iii) To explain comments which the Member believes have been misunderstood; or,
 - (iv) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.
- j) No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes.
- k) Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.

- l) A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.
- m) When a matter is being debated, no other Motion shall be entertained other than a Motion:
 - (i) to refer the matter to a certain body;
 - (ii) to amend the Motion;
 - (iii) to defer the Motion;
 - (iv) to adjourn the Meeting;
 - (v) that the vote be taken.
- n) A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.
- o) A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable.
- p) A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.
- q) A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.
- r) A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion, may be proposed and adopted if the mover and seconder of the motion approves. Only the motion as amended by the friendly amendment shall appear in the minutes.
- s) Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.
- t) If the adopted agenda or order of business is not being followed, any Member may bring this to the attention of the Presiding Officer. If the wrong item was announced, the Member does not need to be recognized and may interrupt business to bring it to the Presiding Officer's attention. If a motion has been made, however, he member must wait until the motion has been disposed of. The agenda must be followed unless Council decides by two-thirds vote not to proceed to the orders of day or unless unanimous consent is provided.

2.15 Conduct

- a) Members are required to follow the Municipality's Code of Conduct during all Meetings.
- b) No Member shall:
 - (i) Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;

- (ii) Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
 - (iii) Speak on any subject other than the subject in debate;
 - (iv) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
 - (v) Interrupt a Member who is speaking by speaking out, or making a noise/disturbance, except to raise a procedural question; and
 - (vi) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.
- c) At a Meeting, no person shall:
- (i) Speak disrespectfully of others or use offensive words;
 - (ii) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
 - (iii) Leave his or her seat while a vote is being taken and until the results of the vote are declared;
 - (iv) Make any disruptive noise or disturbance;
 - (v) Enter the Meeting while a vote is being taken;
 - (vi) Walk between a Member who is speaking and the Chair; and
 - (vii) Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate.
- d) Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.
- e) No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.
- f) No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.
- g) All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:
- (i) Consent is given by a majority of Council; and
 - (ii) The Member(s) of the Public are speaking to an item on the Agenda.
- h) Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

2.16 Questions During Debate

- a) A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.

- b) A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting.
- c) Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking.

2.17 Points of Procedure (Order) or Points of Privilege

- a) When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure or Privilege. Once recognized by the Chair, the Member shall raise the Point of Procedure or Privilege. A Point of Procedure or Privilege can only be raised during the Meeting.
- b) Upon raising the Point of Procedure or Privilege, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure or Privilege.
- c) Any member has the right to request certain Privileges for themselves or for Council. This request using has to do with the member's comfort level (excessive noise, inadequate lighting, uncomfortable temperature, etc.) or affecting he member's ability to make an informed decision (cannot hear the speaker, doesn't have the report, can't see the illustrations, etc.). No recognition by the Presiding Officer is needed to make this motion, and the Presiding Officer takes the appropriate action without vote of Council.
- d) Once the Point of Procedure or Privilege has been dealt with, the debate shall resume, unless the ruling has changed this procedure.
- e) Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final.
- f) Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.
- g) Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal.
- h) If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.
- i) No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council.
- j) Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may

recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.

- k) If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat.

2.18 Voting - General

- a) Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken.
- b) Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested.
- c) A Member may request a Recorded Vote on any Motion. Such request shall be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result.
- d) If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion.
- e) The Chair shall vote on all motions.
- f) If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.
- g) If there is a tie vote, the Motion will be defeated.
- h) When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

2.19 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

2.20 Amendments

- a) The following rules shall apply to amendments to Motions:
 - (i) A "Motion Amendment" is a change to the question asked in the Motion;
 - (ii) an "amendment to an amendment" is a change to the proposed Motion Amendment;
 - (iii) only one amendment (whether a Motion Amendment or an amendment to an amendment) can presented at a time;

- (iv) when an amendment has been decided upon, another may be introduced;
- (v) the order of voting shall be:
 - a. an amendment to an amendment shall be voted upon;
 - b. A Motion Amendment shall be voted upon next, and
 - c. the Motion, as amended, shall finally be voted upon.
- b) An amendment which is simply a rejection of the Motion will not be permitted.

2.21 Voting - Reconsideration

- a) When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider.
- b) Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval.
- c) The process whereby a Motion to Reconsider is added to the Agenda is set out below:
 - (i) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
 - (ii) The Chair shall ask the Member to affirm that they voted with the majority;
 - (iii) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
 - (iv) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
 - (v) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda.
 - (vi) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
 - (vii) No Motion shall be reconsidered more than twice in the same calendar year.
 - (viii) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.

- (ix) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- (x) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

3. Roles and Responsibilities

3.1 Head of Council. (*Municipal Act*, s.225)

It is the role of the Head of Council to:

- (i) Act as Chief Executive Officer (“CEO”) of the Municipality;
- (ii) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- (iii) Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- (iv) Provide leadership to Council;
- (v) Provide information and recommendations to Council with respect to the role of Council;
- (vi) Represent the Municipality at official functions;
- (vii) Uphold and promote the purposes of the Municipality;
- (viii) Promote public involvement in the Municipality’s activities;
- (ix) Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- (x) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- (xi) Carry out duties prescribed by the *Municipal Act*;

3.2 Chair

It is the role of the Chair to:

- (i) Open Meetings by calling the Meeting to order;
- (ii) Address the business listed on the Agenda;
- (iii) Receive and have read to Council all Motions presented by Members;
- (iv) Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- (v) Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- (vi) Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;

- (vii) When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- (viii) Provide information to Members on any matter relating to the business of the Municipality;
- (ix) Authenticate by signature all By-Laws, Resolutions and Minutes;
- (x) Rule on any points of order raised by Members;
- (xi) Maintain order, and, where it is not possible to maintain order, adjourn Meeting to a time to be named by the Head of Council without any Motion being put forward; and
- (xii) Call for the adjournment of the Meeting when business is concluded.

3.3 Council (*Municipal Act*, s.224)

It is the role of Council to:

- (i) Represent the public and to consider the well-being and interests of the Municipality;
- (ii) Develop and evaluate the policies and programs of the Municipality;
- (iii) Determine which services the Municipality provides;
- (iv) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (v) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- (vi) Maintain the financial integrity of the Municipality; and,
- (vii) Carry out duties of Council prescribed by the *Municipal Act*.

3.4 Clerk (*Municipal Act*, s. 228)

It is the duty of the Clerk to:

- (i) Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- (ii) If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- (iii) Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- (iv) Perform other duties required under the *Municipal Act* or any other *Act*; and
- (v) Prepare and circulate Council Packages to all Members.
- (vi) Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

4. Meetings

4.1 Inaugural Meeting

- a) The Inaugural Meeting of Council shall be held on the first Monday following November 15th in an election year.
- b) The Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members.
- c) No business shall be conducted at the Inaugural Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

4.2 Regular Meetings

- a) Regular Meetings shall be held on the first and third Tuesday of each month, excluding July, August and December.
- b) Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.
- c) During the months of July, August and December, there shall be a minimum of one Meeting of Council which shall be held on the second Tuesday of the month, unless otherwise determined by Council.
- d) Municipal Council may, by resolution, alter the date and/or time and/or location of a Regular meeting provided adequate notice of the change is posted and published on the Municipal Website.

4.3 Special Meetings

- a) A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.
- b) The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.
- c) Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.
- d) The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.
- e) Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Emergency Meetings

- a) An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

- b) The Chief Administrative Officer or Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.
- c) Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.
- d) Quorum is still required at an Emergency Meeting.
- e) These provisions shall apply, with necessary modifications, to Committees and Local Boards.

4.5 Closed Meetings

- a) A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.
- b) No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.
- c) After the Closed Meeting is adjourned, the Chair shall report to the public:
 - (i) That the Meeting has resumed open session; and,
 - (ii) The general nature of the matters dealt with in the Closed Meeting.
- d) Permissive Closed Meetings – a Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the Municipal Act, as follows:
 - (i) The security of the property of the Municipality or Local Board;
 - (ii) Personal matters about an identifiable individual, including municipal or Local Board employees;
 - (iii) A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
 - (iv) Labour relations or employee negotiations;
 - (v) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
 - (vi) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (vii) A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
 - (viii) Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;

- (ix) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (x) A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- (xi) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.
- (xii) A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

4.6 Mandatory Closed Meeting

- a) A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:
 - (i) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;
- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.
- c) A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

4.7 Cancelled Meetings

- a) A Meeting may be cancelled by the Head of Council, in the following instances:
 - (i) Quorum cannot be achieved;
 - (ii) By Council Resolution;
 - (iii) In the event of an unforeseen, significant event; or,
 - (iv) The Meeting is no longer required.
- b) For the purposes of section 4.7, an unforeseen, significant event includes, but is not limited to, the following:

- (i) Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
 - (ii) Loss of heat/electricity or water;
 - (iii) Clerk/Acting Clerk's inability to attend;
 - (iv) A state of emergency;
 - (v) The inability of a required participant to attend; and/or
 - (vi) The Meeting becomes redundant.
- c) The Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

- (i) The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.
- (ii) The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.
- (iii) The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.
- (iv) The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.
- (v) Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.
- (vi) Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- (vii) Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Meeting Agendas

6.1 Meeting Agendas

- a) The Clerk shall prepare the Agenda of all Council Meetings in consultation with the Mayor and/or Chief Administrative Officer. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.
- b) The Clerk shall prepare Regular Council Meeting Agendas, with supporting material, which will include the following:
 - 1. Call to Order and Note Members Present
 - 2. Disclosure of Pecuniary Interest
 - 3. Approval of Agenda
 - 4. Delegations / Presentations
 - 5. Announcements and Giving of Notice
 - 6. Adoption of Minutes
 - 7. Correspondence
 - 8. Consent Agenda
 - 9. Staff Reports
 - 10. Business Arising Out of Previous Meeting
 - 11. New Business
 - 12. Notice of Motion
 - 13. By-Laws
 - 14. Closed Session
 - 15. Business Arising from Closed Session
 - 16. Next Meeting Date
 - 17. Adjournment
- c) The Clerk shall prepare Council Agendas, with supporting material, for meetings other than Regular Meetings in accordance with the business to be addressed.
- d) The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.
- e) Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Business Arising Out of Previous Minutes" unless set to a subsequent Meeting by Resolution of the Members present.
- f) If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.
- g) All items and reports to be included on the Agenda will be provided to the Clerk by Members, or the Public no later than 4:00 p.m. on the Thursday before the meeting or five (5) days prior to the Meeting. Staff Reports for a Meeting will be finalized by CAO and filed with the Clerk no later than four

- (4) calendar days before the Meeting (before 2:00 p.m. on the Friday, preceding the Council Meeting, with the exception of the months of July, August and December wherein the reports would be due before 4 pm on the Thursday, preceding the Council meeting).
- h) Members of the Public or Special Purpose Bodies wishing to have a matter placed on the Agenda will provide a written request outlining the nature and purpose of the request to the Clerk.
 - i) The Mayor and/or Clerk may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to, the following:
 - (i) A written request was not submitted to the Clerk by the deadline;
 - (ii) The subject matter is outside of the jurisdiction of Council;
 - (iii) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
 - (iv) The Meeting Agenda is already too lengthy;
 - (v) The subject matter is set to be discussed on another Agenda;
 - (vi) The issue is frivolous or vexatious;
 - (vii) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
 - (viii) Council previously indicated that it will not hear further from this Delegation; or
 - (ix) The issue should be referred to staff for action.
 - j) Council Packages will be provided to Council no later than Friday at 5:00 p.m. prior to the Council Meeting or four (4) calendar days before the Meeting.

6.2 Closed Meeting Agenda

In the event the Clerk receives items for a Closed Meeting Agenda, the items shall be placed on the Closed Meeting Agenda and provided to Council through Civic Web or other web hosted site.

6.3 Adjournment

- a) A Motion to adjourn does not need a seconding Member.
- b) A Motion to adjourn a Meeting will be considered at any time except the following:
 - (i) When another Member has been recognized by the Chair and is speaking on a matter, or
 - (ii) During the taking of a vote.
- c) If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.4 Curfew

Meetings shall be automatically adjourned at 10:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

6.5 Committees/Appointments

a) Special or Ad Hoc Committees

Council may from time to time by Resolution, establish Committees, with the membership determined by Council at the time of establishment. The Chair for each Ad Hoc Committee shall be as designated by Council or by majority vote of the Committee Members. Despite the provisions, the Mayor may, at his/her discretion, assume the Chair at any meeting of a committee for the purpose conducting that particular meeting.

b) Regulations for Conducting Business in Committees

- (i) The business of Committees of Council shall be conducted under the laws governing procedure as prescribed by this By-law.
- (ii) All Committees shall report, in writing, to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.
- (iii) All Committees shall adhere to the rules prescribed in the By-Laws of Council.
- (iv) The Council may refer back to any Committee any report in whole or in part or any question or matter for reconsideration.
- (v) The Chair must be present in person at a meeting.

c) Appointments and Organization of Committees, Boards and Special Purpose Bodies

- (i) Before January 31st following a Municipal Council Election, the Mayor shall appoint members of Council to the various Committees, Boards and Special Purpose Bodies, after consulting with the members.
- (ii) Advertisements for members of the public to serve on various committees and boards shall be advertised in local media.
- (iii) Application to sit on a Committee, Board or Special Purpose Body shall be made in writing and provided to the Clerk by the specified deadline in order to be considered for appointment.
- (iv) The incoming Council will review the applications and make appointments by Resolution of Council.

7. Electronic Participation at Meetings

- a) An Electronic Meeting will utilize either telephone, Internet, video, or any other technology that allows for audio and/or video electronic means of access by Members through the internet or other technology;

- b) An Electronic Meeting will either be conducted wholly by electronic access for all Members or a combination of an in-person meeting and electronic access for those Members unable to attend in person. Any problems, technical or others, arising from the electronic access for Members which prevents a Member from hearing, seeing, knowing, voting or otherwise participating in the meeting, shall not invalidate any vote unless quorum of the remaining Members is lost at the time of the vote;
- c) An Electronic Meeting will be open to the public, as required by the Municipal Act, 2001, except when closed to the public as permitted by law. A meeting open to the public shall include access and participation for the public to the meeting through electronic access or in-person attendance if applicable;
- d) Votes may be taken electronically, however, if any Member or the Clerk is unsure if the electronic voting is accurate, or questions the accuracy of the electronic vote, then a roll call vote shall be taken by the Clerk in which each Member's name is called and each Member responds verbally with their vote. Determining the result of any vote shall be determined by the Clerk and the Clerk's determination shall be final.
- e) Unless otherwise approved by the Chair, an Electronic Meeting may permit public deputations, only by way of electronic submission received in advance of the meeting, which shall be submitted to the Municipal Clerk's office at ccyr@wawa.cc by no later than 12:00 p.m. (noon) two days prior (excluding weekends and holidays) to the day of the meeting, and shall be provided to members in advance of the meeting if possible.
- f) Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that the Clerk is authorized to adjust the manner in which the meeting is conducted to apply to the specific circumstances of the meeting and the electronic means of access and participation being utilized.

8. Amendment

Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

9. Amend, Repeal, Enactment

- a) This By-Law shall be reviewed annually by Council.
- b) That By-Law No. 3359-20 be and are hereby repealed.
- c) This By-Law shall come into force and take effect on the date of enactment.

Policy Adoption and Review Guidelines

Date of Adoption by Council	By-Law No.	Date of Most Recent Review by Council	Changes Made Yes/No
June 20, 1995	1004-95	June 20, 2005	Yes
July 27, 1999	1262-99	July 13, 1999	Yes
January 16, 2001	1373-00	December 2000	Yes
December 21, 2004	1732-04	December 2004	Yes
June 27, 2007	2027-07	June 2007	Yes
March 4, 2008	2108-08	March 2008	Yes
March 22, 2011	2462-11	March 2011	Yes
December 10, 2019	3253-19	September 17, 2019	Yes
March 30, 2020	3292-20	March 30, 2020	Yes
August 18, 2020	3335-20	August 18, 2020	Yes
December 15, 2020	3359-20	November 17, 2020	Yes
July 12, 2022	3523-22	June 21, 2022	Yes

References to Other Policies or By-laws

Policy Title	Policy Number	By-Law
Giving of Public Notice	PR-004	3343-20

Forms

Form Title	Purpose
Declaration of Interest – Municipal Conflict of Interest Act	Conflict of Interest Declaration
Application to Attend Meeting Electronically	Electronic Participation in Meetings
Guidelines for Delegations and Presentations	Guidelines for Council/Committee Delegations & Presentations
Delegation Request Form	Application for Delegations/Presentations to Council/Committee Meetings

Forms



**DECLARATION OF INTEREST
MUNICIPAL CONFLICT OF INTEREST ACT**

MEETING

- Regular Council Meeting
- Committee Meeting
- Special Council Meeting

DATE OF MEETING: _____

DECLARATION

I, Councillor / Mayor _____, declare a potential
(deemed / direct / indirect) pecuniary interest on

Agenda Item No.: _____ Item Title: _____

for the following reason:

Council Member Signature

Council Member Name (print):

For an indirect pecuniary interest see Section 2 of the *Municipal Conflict of Interest Act*.

For a "deemed" direct or indirect pecuniary interest see Section 3 of the *Municipal Conflict of Interest Act*.

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

(March 26th, 2018 version)

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).



40 BROADWAY AVENUE
P.O. BOX 500,
WAWA, ON, P0S 1K0
TELEPHONE: (705) 856-2244
FACSIMILE: (705) 856-2120

Application to Attend Meeting Electronically

An Application must be submitted to the Clerk's Department not less four (4) calendar days prior to the scheduled meeting. For Special meetings called less than one (1) week from the planned meeting date, the application form must be submitted once the Special meeting is confirmed.

Name of Council/Committee Member: _____

Email Address: _____

Telephone Number: _____

Council Meeting / Date: _____

Committee Meeting / Date: _____

Time of Meeting: _____

Type of Electronic attendance:

Telephone

Video Conference (Skype only)

If planning to leave meeting early, please indicate time of departure: _____

Signature: _____

OFFICE USE ONLY

Meeting Date: _____ Confirmed by: _____ Type of Participation: _____

Completed and signed requests must be delivered to the Clerk four (4) calendar days preceding the scheduled meeting of Council.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of reviewing delegation requests. Questions about the collection of the personal information may be addressed to the Clerk at the Municipality of Wawa, 40 Broadway Avenue, P.O. Box 500, Wawa, ON P0S 1K0 or (705) 856-2244 ext. 222.

Municipality of Wawa
Guidelines for Delegations and/or Presentations
at Council and Committee Meetings

Delegation means an individual or an organization addressing the Council, a Committee or a Commission about a specific item on the agenda of a meeting that falls within the body's jurisdiction, but does not include those speaking to a by-law for which a public hearing has been held or is scheduled. *(Per Council Procedure By-Law)*

Application	Submit to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting for which your delegation is scheduled (inclusive of correspondence, and background materials).
Audio/Visual	Presentation material, video or PowerPoint must be received by 1:00 p.m. on the Thursday preceding the meeting.
Meeting Time	6:30 p.m. Delegations are heard under the Presentations for Regular Council Meetings and under Announcements/Presentations for Committee meetings.
Meeting Date	See the Council Meeting Schedule for meeting dates.
Time Limit	Each delegation is limited to ten (1) minutes for Council meetings, and to twenty (20) minutes for Committee meetings.

How to Apply:

An organization or association wishing to appear before Council as a delegation must submit a Delegation Request Form to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting. Delegations are not confirmed on the agenda until contacted by municipal staff. The earlier the request is submitted, the better the chance is to obtain the preferred meeting night.

Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear at each Regular Council or Committee meeting. Once the limit is met, additional requests are put forward to the next available meeting. Delegations will be heard in the order of the earliest to submit their applications to the Municipal Clerk.

Factors that affect scheduling include the number of applications received, whether the matter involves an application, project or other initiative that has or will be dealt with through another process under the Council Procedural By-Law or whether timeliness is an issue.

A staff member will communicate with the delegation's contact person to confirm a place on the Council agenda, and to facilitate any audio/visual support that is required. Background information submitted with the application and presentation material if applicable will form part of the agenda package and will be published on the website.

What to include:

- A completed Delegation Request Form.
- Printed background material supporting your application.
- All written material presented to Council should be legibly written, typed or printed.

- Presentation materials, video or PowerPoint, must be submitted to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting. You may wish to contact the Municipality in advance of preparing your audio or visual presentation to confirm the technical specifications of our presentation equipment.

Must Not Address Council On A Matter:

There are some restrictions on the subject matter that can be presented to Council. An application may be refused by the Municipal Clerk if it includes material with regard to the following matters:

- That must be or has been considered by Council at a closed meeting under the authority of *Municipal Act 2001*;
- That is before the courts or for which legal action is being pursued or is pending;
- That is or has been the subject of a claim for damages against the Municipality;
- That is or has been the subject of a by-law enforcement action by the Municipality;
- That has been the subject of a public hearing held in accordance with an enactment is a prerequisite to the adoption of a by-law;
- That involves an application before the Committee of Adjustment that is pending or has been decided; or
- That has been referred to committee or staff.

What to Expect at the Meeting:

- The delegation as appearing on the agenda will be introduced by the meeting Chair.
- The delegate should then proceed to the microphone.
- Direct your presentation to the Mayor and Council; be concise and keep your presentation brief and to the point.
- Each delegation is limited to ten (10) minutes for Council meetings and to twenty (20) minutes for Committee meetings.
- Your time may be divided between the speakers at the delegation's discretion. On completion of the presentation, Council may ask questions if they feel clarification is required.



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P.O. BOX 500,
WAWA, ON, P0S 1K0
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DELEGATION REQUEST FORM

The Clerk of the Municipality of Wawa reserves the right to refuse or defer any delegation at any time. Delegations appear strictly for information purposes only. Any discussion or decision will be at the discretion of Council. Material provided will be uploaded to the public agenda subject to rules of procedure.

Request for Delegation (please print)

- on my own behalf; or
- on behalf of a group / organization / association, if so please state name of group / organization / association below.

Name(s) of Group / Organization / Association: _____

Name(s) of Speaker(s) (Maximum 3): _____

Subject / Title of Presentation: _____

Please describe below, the subject matter of the delegation:

Equipment Required (projector, screen, laptop): _____

Contact Information (will not be posted publicly):

Address: _____

Telephone: _____ Email: _____

Signature: _____

OFFICE USE ONLY

Delegation Date: _____ Time: _____ Duration: _____

Completed and signed requests and all presentation documentation must be delivered by the Clerk by 1:00 p.m. on the Thursday preceding the meeting of Council for which you delegation is scheduled. Delegations will be confirmed by the Clerk by email.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of reviewing delegation requests. Questions about the collection of the personal information may be addressed to the Clerk at the Municipality of Wawa, 40 Broadway Avenue, P.O. Box 500, Wawa, ON P0S 1K0 or (705) 856-2244 ext. 222.