

# CORPORATION OF THE TOWNSHIP OF MELANCTHON

## BY-LAW NO. 23-2025

**Being a By-law to amend By-law No. 4-2024  
passed in open Council on January 11, 2024.**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25 section 238 provides that a municipality shall establish a procedural by-law to govern meetings;

**AND WHEREAS** the Corporation of the Township of Melancthon has enacted Procedural By-law 4-2024 on January 11, 2024;

**AND WHEREAS** on May 15, 2025, the Council of the Township of Melancthon directed that Section 33, regarding Delegations/Presentations be amended;

**AND WHEREAS** the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 4-2024, a By-law to Govern the Proceedings of Council;

**NOW THEREFORE** the Council of the Corporation of the Township of Melancthon enacts as follows:

That Section 33, of By-law 4-2024, be amended to include provisions establishing the requirement for in-person Delegations and Presentations, as set out below, to be added at the conclusion of the Section:

### **33. Delegations/Presentations**

A person or group wishing to make a Delegation/Presentation to Council shall submit a Delegation Request to the Clerk or designate in writing no later than 12:00 p.m. on the Wednesday of the week before the requested Meeting. The Request shall state the nature of the business and the names of the persons in the Delegation/Presentation. A copy of the presentation must be provided for inclusion in the package. The Delegation Request Form will be included in the Agenda Package.

The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.

Delegations/Presentations at the Council Meeting shall be limited to ten (10) minutes. The duration may be extended by Majority Vote specifying the additional time. An organized body wishing to address Council as a Delegation shall be limited to two (2) speakers, each limited to speaking not more than a combined total of fifteen (15) minutes. Delegations for the purposes of Council training shall be permitted a longer period of speaking time at the discretion of the Clerk.

No Delegation shall:

- a) Speak disrespectfully of any person;
- b) Use offensive words;
- c) Speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
- d) Disobey the Rules of Procedure or a decision of the Chair or Council.

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

The Mayor/Chair may shorten the time of any Delegation, any questions of a Delegation or debate during a Delegation for disorder or any other breach of this By-law.

Council has the discretion to close a Meeting to the public during a Delegation if the subject matter being considered relates to a Closed Meeting under the Act.

A maximum of two (2) Delegations/Deputations per Meeting shall be permitted.

A person who is unable to attend a Council Meeting may arrange for another person to appear as a Delegation on such person’s behalf and to read aloud a prepared statement pertaining to an item listed on the Council agenda.

During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment.

Each issue and/or Delegation will be allowed one Meeting presentation to the Council and/or Committee with a period of six (6) months lapsing before the issue can be raised again. An exception may be granted if substantially new and/or substantially significant information is provided to the Clerk or Committee Secretary.

In the event that scheduled Delegation does not appear at the prescribed time, with or without notice, the Council will continue on with the business of the day and may or may not at the discretion of Council, receive the Delegation on their arrival or that Delegation may be rescheduled to a later date.

***In-Person Requirement***

All Delegations must appear in person before Council. Virtual Delegations shall not be permitted unless an exception is granted in accordance with the provisions below.

***Exceptions***

Exceptions to the in-person requirement may be granted in the following cases:

- 1. **Clerk’s Discretion** – Where inclement weather, or other unforeseen circumstances make in-person attendance unsafe or impractical;
- 2. **Information Update to Council** – If the Delegation is solely for the purpose of providing an informational update to Council and does not include a request for action or decision by Council.
- 3. **Planning Consultants** – Planning Consultants or Agents attending Statutory Public Meetings related to planning applications, where virtual attendance may be appropriate due to travel distance or timing of the meeting.
- 4. **Council Invitation** – Where Council has specifically invited a Delegation and authorized virtual attendance;
- 5. **Council Approval** – Where Council, by resolution, approves a request for a virtual Delegation.

In the event that a virtual Delegation is disrupted due to internet connectivity issues on multiple occurrences during the Delegation, the Delegation shall be terminated and rescheduled as an in-person meeting at a later date.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 5<sup>th</sup> day of June, 2025.

By-law read a third time and passed this 5<sup>th</sup> day of June, 2025.

**Original Signed**

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MAYOR

**Original Signed**

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CLERK