

**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2024-045**

A by-law to amend By-law 2020-011, being a by-law to establish rules governing the calling, place, proceedings and provision of public notice of meetings of Council and Committees of Council and permit Workshop meetings

**WHEREAS** the *Municipal Act, 2001* provides that a municipality shall establish a procedure by-law to govern meetings;

**WHEREAS** the Corporation of the Town of Oakville (Town) enacted Procedure By-law 2020-011 on April 23, 2020;

**WHEREAS** Procedure By-law 2020-011 has been amended by By-law 2020-067, 2020-096 and By-law 2023-087;

**WHEREAS** the Town considers it desirable to be able to hold a meeting of Council for educational or training purposes in accordance with section 239 (3.1) of the *Municipal Act*;

**COUNCIL ENACTS AS FOLLOWS:**

1. That Section 1 - **DEFINITIONS** of the Procedure By-law 2020-011, as amended, be revised by the addition of the following clause:  

(59) **“Workshop meeting”** means a meeting called under the provisions of this by-law for the purpose of educating or training the members of Council and in no way materially advances the business or decision-making of the Council.
2. That Subsection 5.6 – Committee of the Whole, of the Procedure By-law 2020-011, as amended, be replaced as follows:

**5.6 Committee of the Whole**

- (1) Council may resolve at any time into a Committee of the Whole session by resolution.

- (2) Committee of the Whole follows the rules of procedure governing Standing Committees, established in section 5.8 of this by-law, with the exception of section 5.8(b) to enable recorded votes, and section 5.8(h) to permit the suspension of the rules of this by-law.
- (3) Committee of the Whole meetings may be authorized to be held apart from Council meetings for any purpose **including for a Workshop meeting to allow for educating and training the members of Council.**
- (4) The Mayor shall be the Chair of the Committee of the Whole, but may appoint another member to act as Chair in his/her stead. The Mayor shall resume the Chair in the event of disorder in the meeting.
- (5) The Committee of the Whole shall consider and report on the following:
  - a) communications which have been referred to the committee;
  - b) any other matter or item of business which has been referred to the committee by Council; and
  - c) all items as listed on the Committee of the Whole agenda when held apart from a Council meeting.
- (6) **No member of Council may discuss or otherwise deal with any matter in a way that materially advances the business or decision making of Council during a Workshop meeting.**
- (7) The report of the Committee of the Whole, when held apart from regular meetings of Council, shall be treated in the same manner as standing committee reports when being considered by Council.
- (8) When sitting in Committee of the Whole as part of the proceedings of a Council meeting, the Committee may resolve back into Council upon approving a motion to rise and report to Council, which shall be decided without debate.
- (9) The proceedings in Committee of the Whole, when held as part of the proceedings at a Council meeting, shall be reported by the Chair as soon as the Committee rises and reports to Council, and consideration of the Committee report shall be the next order of business.
- (10) **Members of the public may attend Committee of the Whole Workshop meeting unless the proceedings resolve into Closed**

Session in accordance with 239(3.1) of the *Municipal Act*. No delegations are permitted at Workshop meetings.

3. This By-Law shall come into force and effect on the day it is passed.

PASSED

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MAYOR

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CLERK

PASSED this 25th day of March, 2024

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MAYOR

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CLERK