

**THE CORPORATION OF THE CITY OF WOODSTOCK  
BY-LAW NUMBER 9715-24**

A by-law to amend the City of Woodstock Municipal Code Chapter 16 – Procedure.

**WHEREAS** it is deemed expedient to amend Municipal Code Chapter 16 of the City of Woodstock Municipal Code adopted by By-law Number 6790-90.

**NOW THEREFORE**, the Council of The Corporation of the City of Woodstock enacts as follows:

1. That Section 16.2.7 of Municipal Code Chapter 16 be amended as follows:

**16.2.7 Delegations - Council - notice - Clerk - prior to meeting**

This portion of the agenda is to allow anyone desiring to address the Council in person on behalf of themselves or otherwise.

- a. Delegations wishing to address Council shall make a request in writing to the Clerk not later than **12:00** p.m. on Friday prior to the date of the regular Council meeting;
- b. If, after the agenda is made available to the public on the **Friday** prior to the Council meeting, any person who wishes to address Council on behalf of themselves or otherwise with respect to a subject matter listed on the agenda shall make a request to the Clerk not later than **12:00** p.m. on the Tuesday prior to the date of the regular Council meeting;
- g. Any person or delegation wishing to show an electronic presentation for Council at a public meeting shall be required to furnish same to the Clerk by no later than **12:00** p.m. on the Tuesday prior to the Council meeting. Failure to meet this deadline may result in the delegation being rescheduled to a later meeting of Council;

2. That Section 16.2.13 of Municipal Code Chapter 16 be amended to read as follows:

**16.2.13 Submission - prior to meeting - requirements**

Every petition, letter or other written communication shall be deposited with the Clerk not later than **12:00** p.m. on the Friday before the date of the Council meeting when Council is held on the Thursday and, in the event a regular Council meeting is held on a day other than Thursday, not later than **12:00** p.m. on the seventh day preceding the Council meeting date in order that it be included in the Agenda.

3. That Section 16.2.14 of Municipal Code Chapter 16 be amended to read as follows:

**16.2.14 Submission - late - consideration - urgent matter - only**

A petition, letter or written communication that is received by the Clerk later than 12:00 p.m. on the Friday prior to the regularly scheduled meeting may be brought before Council, if in the Head of Council's opinion, the matter is urgent and if a majority of Council approve the matter to be considered.

4. That Section 16.2.19 of Municipal Code Chapter 16 be amended to read as follows:

**16.2.19 Presentations from staff and approved agents**

Presentations by Municipal staff, contractors, or approved agents will be received by Council at this time. Any presentation that includes an electronic presentation for Council shall be furnished to the Clerk by no later than 12:00 p.m. on the Tuesday prior to the Council meeting.

5. That Section 16.2.51 of Municipal Code Chapter 16 be amended to read as follows:

**16.2.51 Notice - public**

The agenda for all meetings including special meetings of Council shall be posted on the City's website a minimum of twenty-four hours in advance of the meeting. In the case of regularly scheduled meetings, the agenda will be posted by the end of the business day on the Friday prior to the meeting. If the Friday preceding the Council meeting date falls on a holiday, the agenda will be posted by the end of the business day on the Thursday prior to the meeting.

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

**READ a first and second time this 17<sup>th</sup> day of October 2024.**

**READ a third time and finally passed this 17<sup>th</sup> day of October 2024.**

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**Mayor – Jerry Acchione**

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**Temporary Acting Clerk – Heather Buchanan**