



BY-LAW NO: 25-13

**Being a bylaw to adopt the Town Hall Meetings Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;


AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;


AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Town Hall Meetings Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Town Hall Meetings Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Town Hall Meetings Policy By-Law"

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 5th DAY OF MARCH 2025.


Tony Moor, Mayor


Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:

SUBJECT:

Town Hall Meetings

Informal meetings held with members of the public

POLICY SECTION:

POLICY NO:

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EFFECTIVE DATE: February 18, 2025

ENACTED BY: Resolution

1. Policy Statement

The Council of the Corporation of the Township of The North Shore has identified community consultation and participation as key priorities. Town Hall Meetings have been implemented to allow an open dialogue between residents and Council for an exchange of ideas and information in an informal atmosphere. As Town Hall Meetings are Informal, the Township of The North Shore Council Remuneration By-Law does not apply in regard to missed meetings.

2. Purpose

Town Hall meetings are to be based on a Question and Answer format only with all members of the public welcome to pose questions and provide comments to Members of Council. However, all participants (Member of Council and the public) are expected to adhere to the Town Hall meeting guidelines at all times.

3. Meetings

- a) Meetings will be held twice per year; the last Wednesday of January and July
- b) Town Hall meetings shall be held in the Council Chambers of the Township of The North Shore Municipal Office, located at 1385 Highway 17, Algoma Mills, Ontario. Electronic participation is welcomed, and information (links and login information) will be provided to the public on each Notice for Town Hall meetings.
- c) Meetings will take place at 6:00 PM
- d) Meetings are to be chaired by the Mayor or designate.
- e) Meetings will be broken down into two sections – Council Member Requests for Feedback and Requests to Speak - Members of the Public:

Council Member Requests for Feedback - This section will be comprised of current subjects on which members of Council would like to get public feedback. Members of Council are to provide the Municipal Clerk, in writing, with the subjects they are requesting feedback from the public on according to the chart provided in this Policy, and per Section 6.1.6 of the Township of The North Shore Procedure By-Law.

The Municipal Clerk will provide a reminder to Council of the due date for submissions for each meeting.

The Municipal Clerk will bring a report to the Regular Council meetings listed in the chart in this Policy to inform the public of the subjects Council members are interested in receiving feedback on.

Members of the public do not need to register in advance to provide comments for this section and must raise their hand to be recognized by the Chair.

Requests to Speak – Members of the Public – This section will be comprised of subject matter that the public would like to speak about. Those wishing to address Council on specific matters must register to be added to the Agenda and must submit their questions/comments/concerns/feedback/proposals to the Municipal Clerk according to the chart provided in this Policy, and per Section 6.1.6 of the Township of The North Shore Procedural By-Law.

The Municipal Clerk will bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform Council of the submitted Requests to Speak by Members of the Public. A Resolution by Council will decide on which Requests will be addressed.

The Municipal Clerk will then bring a report to the Regular Council meetings, as listed in the chart in this Policy, to inform the public of which Requests to Speak from Members of the Public will be addressed at the Town Hall Meeting.

Each question/comment/concerns/feedback/proposal and the name of the requestor will be added to the Town Hall Meeting agenda as a separate item. Only questions/comments/concerns/feedback/proposals that are appropriate and follow the Towns Hall Meeting Guidelines will be considered for the Town Hall Meeting agenda.

Month of Town Hall Meeting:	Submissions from Council for Requests for Feedback due:	Requests to Speak from Members of the Public due:	Date for Council to decide which Requests to Speak from Members of the Public will go to Town Hall Meeting:	Council meeting where Requests to Speak from Members of the Public will be Officially Announced:	Notice of Town Hall Meeting posted:
January	10 days before second Council meeting in November	10 days before Council meeting in December	Council meeting in December	Council meeting in January	Per Provision of Notice Policy
July	10 days before first Council meeting in June	10 days before second Council meeting in June	Second Council meeting in June	Council meeting in July	

4. Meeting Format

- a) The Chair opens the meeting with introductory remarks
- b) The Chair Introduces Council Members in attendance
- c) The Chair announces the Town Hall Meeting Guidelines
- d) The Chair calls for any Pecuniary Interests
- e) Council Members Requests for Feedback, as listed in order on the Town Hall Meeting agenda, are addressed
- d) Submitted Requests to Speak from Members of the Public (questions/comments/concerns/feedback/proposals), as listed in order on the Town Hall Meeting agenda, are addressed
- e) The Chair closes the meeting with closing remarks
- Ɔ Adjournment

5. Town Hall Meeting Guidelines

- a) Every member of Council shall conduct themselves with decorum and professionalism at all Town Hall Meetings in accordance with the provisions of the Township of The North Shore Procedural By-law, the Code of Conduct, the Council-Staff Relation Policy.
- b) All Members of Council and of the public shall foster a climate of mutual respect.

c) In order to promote respect, members of Council and of the public shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's viewpoints, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.

d) Town Hall Meetings are not a statutory requirement of Council. They are offered as an added opportunity for dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.

e) Breach of decorum may result in the participant being asked to leave the meeting, per Section 2.14 of the Township of The North Shore Procedure By-Law.

f) All items listed on the agenda under Council Member Requests for Feedback and Submitted Requests to Speak – Members of the Public are to be read out by the Chair. The Chair will then ask each member of Council for comment, as appropriate.

g) The Chair will designate who has the floor. All participants are asked not to interrupt or distract a speaker. The Chair may interrupt only to raise a point of order.

h) Speakers are limited to three (3) minutes.

i) Members of the public are limited to speak once.

j) Members of Council and the public are to stay on topic of the items being discussed. Failure to do so will result in the Chair moving on to the next item.

k) While members of the public may speak on any subject, Council cannot discuss items that reflect an identifiable individual, solicitor-client communications, or any other item dealt with under the open meeting exceptions as per the Municipal Act, 2001. Only questions/comments/concerns/feedback/proposals that are appropriate and follow the Towns Hall Meeting Guidelines will be considered for the Town Hall Meeting agenda.

l) Members of Council may discuss Municipal issues at a Town Hall Meeting but cannot not make decisions, advance Municipal business, or make motions.

m) A Town Hall Meeting is a forum where members of the public have an opportunity to raise issues to members of Council. If there is a specific issue that Council wishes to deal with, a member of Council may, following the Town Hall Meeting, submit a request to the Municipal Clerk to have the issue added as an item at a future Regular Meeting of Council per Section 6.1.6 the Township of The North Shore Procedure By-law.

n) Members of Council will make every effort to respond to all questions and comments.

Where a Council member does not have all the relevant information at hand, information may be provided to the member of the public after the meeting has adjourned if the item was previously discussed at a meeting of Council.

Council members shall not provide information to a member of the public that was discussed in Closed Session.

If the member of Council does not have the information as it is not regarding an item that has previously been discussed, the member of Council may, following the Town Hall Meeting, submit a request to the Municipal Clerk to have the issue added as an item at a future Regular Meeting of Council per Section 6.1.6 the Township of The North Shore Procedure By-law.

o) All members of staff are encouraged to attend the Town Hall Meetings, however, will not be permitted or expected to participate.

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p) The Chair is responsible to ensure all participants comply with the Meeting Guidelines.

q) Minutes for each Town Hall Meeting will include the attendance and absences of Council members, any disclosures of pecuniary interest, each listed request of Council or members of the public as presented on the meeting's agenda, and notification of when the next Town Hall meeting is scheduled.

The Town Hall Meeting minutes will not include answers provided by Council or by members of the public.

r) Town Hall Meetings will be recorded and posted to the Township of The North Shore website, per Schedule F of the Township of The North Shore Procedure By-Law.