



Tuesday, March 24th, 2026

5:30 p.m.

**Tay Valley Township Municipal Office – 217 Harper Road, Tay Valley, Ontario
Council Chambers**

*5:30 p.m. Public Meeting - Procedural By-Law
Following Council Meeting*

Chair, Reeve Rob Rainer

1. CALL TO ORDER

2. NOTICE OF LIVESTREAMING

3. INTRODUCTION

- The purpose of this public meeting is to hear feedback on the proposed changes and updates to the Procedural By-Law.
- The Chief Administrative Officer/Clerk will provide an overview of the proposed changes. Then, any person or public body will be heard.

4. OVERVIEW OF PROPOSED CHANGES – *attached, page 3.*

Amanda Mabo, Chief Administrative Officer/Clerk

5. NEXT STEPS – *attached, page 15.*

Amanda Mabo, Chief Administrative Officer/Clerk

6. COMMENTS & QUESTIONS

7. ADJOURNMENT

**A copy of the report and proposed by-laws can be found on the Township website at <https://events.tayvalleytwp.ca/meetings/Detail/2026-03-24-1730-Public-Meeting-Procedural-By-Law-Amendments> or a copy can be picked up at the Municipal Office.*

OVERVIEW OF PROPOSED CHANGES

PROCEDURAL BY-LAW

Public Meeting
March 24, 2026



1

AGENDA

- Opening Remarks
- Background
- Overview of Proposed Changes
- Next Steps
- Questions & Comments



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BACKGROUND

- The current Procedural By-Law was put in place back in 2018 and had a minor amendment in 2020 during the pandemic to allow for meetings to be held virtually during that time.
- As mentioned in a report to Council in February 2026, the by-law needs to be updated to incorporate legislative changes with regards to Strong Mayor Powers, to add livestreaming, to incorporate a few other minor changes to add clarification to what the current process is and there are some suggested changes to streamline meetings.



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PROPOSED CHANGES

- Add Definitions for:
 - "Livestreaming" – shall mean the simultaneous broadcasting of audio and video over the internet in real time
 - "Provincial Priority" – shall mean the priorities prescribed by *Ontario Regulation 580/22 – Provincial Priorities*, for the purposes of Sections 284.10, 284.11 and 284.11.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
 - "Winter Recess" - shall be deemed to be the month of January each year where no Council or Committee meetings are held unless a Special or Emergency Meeting is called by the Reeve or a petition of Council is received.



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PROPOSED CHANGES

➤ Add under 2.0 Interpretation:

- The Resolution to suspend the rules and regulations shall contain the section of this By-Law to be suspended and the reason for the suspension. (to clarify the current practice)



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PROPOSED CHANGES

➤ Clarification of the current practice under 7.1.4:

- At least one Member of every Working Group and other Committee shall be a Council Member, who will also serve as Chair.



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PROPOSED CHANGES

➤ Update under 8.0 Council and Committee Meetings:

- Change meeting start time from 7:00 p.m. to 6:00 p.m. (this is the current practice)
- Add for clarification – Minutes of Council Meetings shall be included in the next Council Agenda for approval (this is the current practice)
- Add for clarification – Minutes of Committee of the Whole Meetings shall be included in the next Council Agenda for approval (this is the current practice)
- Add for clarification – Minutes of Striking Committee meetings shall be included in the next Council Agenda for approval (this is the current practice)

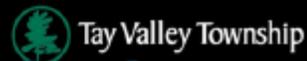


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PROPOSED CHANGES

➤ Clarification of the current practice under 8.7.5:

- Minutes of Working Groups and other Committees shall be included in the Committee of the Whole Agenda as information. Any action items requiring Council approval will be presented in the form of a Motion Staff report to the Committee of the Whole for recommendation. (this is the current practice)



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PROPOSED CHANGES

- Add under 8.9 Closed Session (“In Camera”):
 - The Clerk shall advise the Chair, if in their opinion, a matter or portion of a matter being discussed in Closed Session is not procedurally appropriate. (this is the current practice and a best practice)



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PROPOSED CHANGES

- Update 8.13 Meeting Schedule to reflect the current practice:
 - Regular Council Meetings are held once a month except during the months that ~~has~~ have been declared the "Winter Recess" and the "Summer Recess".
 - Committee of the Whole Meetings are held once per month except during the months that ~~has~~ have been declared the "Winter Recess" and the "Summer Recess".
 - Special and Emergency Meetings may  Tay Valley Township be called during the months that ~~has~~ have been declared the "Winter Recess" and the "Summer Recess".

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PROPOSED CHANGES

- Add Livestreaming Notice under 9.1.1 Council Agenda, 9.12 Committee of the Whole Agenda and 9.1.3 “Special” and Emergency” Meetings Agendas



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PROPOSED CHANGES

- For Clarification Add under 9.3 Electronic Participation:
 - Notice of how to participate electronically shall be included on the Agenda. (this is the current practice)



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PROPOSED CHANGES

➤ Add a new section for Livestreaming Meetings:

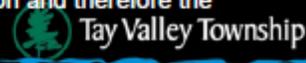
- Livestreaming Meetings
 - Meetings Livestreamed
 - Council, Committee of the Whole, Committee of Adjustment and Public (Statutory) Meetings shall be livestreamed.
 - Boards, all other Committees not listed above, Public Information Sessions/Centres and Closed Sessions shall not be livestreamed.
 - Notwithstanding the above, meetings can only be livestreamed when the Meeting is held in the Council Chambers.



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PROPOSED CHANGES

- Technical Issues
 - If there are technical issues that make the livestream feed unavailable during the Meeting where the Meeting is open to the public for physical attendance, the Meeting shall proceed.
 - The Municipality shall not maintain a record of the livestream, therefore there shall be no video available beyond the livestreaming of the Meeting.
 - The public or media may record the livestream.
 - Recordings of the livestreamed Meeting that are taken by the public or media are subject to alteration and therefore the Municipality assumes no liability beyond the livestream of the Meeting.



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PROPOSED CHANGES

- The Minutes shall be the official record of the Meeting.
- A recorded livestream shall not be used to amend the Minutes.



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PROPOSED CHANGES

- **Livestreaming Notice**
 - Signage shall be posted in the Council Chambers to advise Attendees that Meetings listed under 9.4.1.1 are being livestreamed.
 - The Chair shall make a statement at the beginning of each applicable Meeting that the Meeting is being livestreamed.
 - Details to join the livestream shall be included on each applicable Agenda.



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PROPOSED CHANGES

➤ Add under 9.7 Amendments/Approval of Agenda for Clarification:

- Additions to the Agenda shall include the matter to be discussed and indicate where on the Agenda the matter is to be discussed. **(this is the current practice)**
- Additions to the Agenda shall be discussed with the Clerk prior to the Meeting, who in turn will notify the Reeve and Deputy Reeve. **(this is the current practice)**

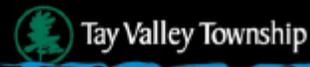


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PROPOSED CHANGES

➤ Changes under 9.9 Delegations and Presentations for Clarification:

- Members are not expected to respond on the spot to questions or demand from Delegations. Delegations are asked to submit any questions in writing to the Clerk.
- ~~Verbal reports will be accepted but generally will not be recorded in the Minutes.~~
- Written and electronic reports are **required preferred seven (7) ten (10)** days in advance of the Meeting so that they can be included with the Agenda and form part of the official record. **(this is the current practice)**
- Verbal reports ~~will~~ **may** be accepted in **extenuating circumstances** but generally will not be recorded in the Minutes.



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PROPOSED CHANGES

- Update for current practice under 9.11 Reports:
 - [Staff] Reports are due to the Chief Administrative Officer for approval by noon on the ~~Tuesday~~ **Monday**, the week prior to the Meeting. **(this is the current practice)**



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PROPOSED CHANGES

- Add under 9.12 New/Other Business to reflect Strong Mayor Powers
 - Despite this section of the by-law, if the Reeve is of the opinion that considering a particular matter could potentially advance a prescribed Provincial Priority, the Reeve may require Council to consider the matter at a meeting as defined in subsection 238 (1) of the *Municipal Act, 2001*, as amended.



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PROPOSED CHANGES

- The Reeve shall, in accordance with the regulations, provide the Clerk and Members of Council with:
 - a copy of any proposed By-Law under 9.12.5; and
 - the reasons for the proposal.
- A By-Law under 9.12.5 is passed if more than one third (1/3) of the Members of Council, including the Reeve, vote in favour of the By-Law.



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PROPOSED CHANGES

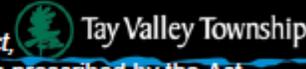
- Changes to streamline Meetings and the administration of them under 11 Motions:
 - A Motion for a Council Meeting shall **not need** to be reduced to writing ~~and shall contain the signatures of the mover and seconder.~~
 - **If the text of a Motion has been distributed as part of the Agenda it need not be read.**
 - **The Chair shall read the title of the matter and ask for a mover and seconder.**
 - **After a Motion has been duly moved, seconded, and the title of the matter read, it shall immediately be open**  **Tay Valley Township to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.**

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PROPOSED CHANGES

➤ Add under 12.0 By-Laws to reflect Strong Mayor Powers

- In accordance with Subsection 284.11 (3) of the *Municipal Act, 2001*, and subject to the timelines set out therein and in the associated regulations, the Reeve shall communicate to the Clerk:
 - written approval of the By-Laws enacted by Council that relate to a Provincial Priority; and/or
 - written notice of any By-Laws that relate to a Provincial Priority that the Reeve intends to veto pursuant to Section 284.11 of the *Municipal Act, 2001*, and a written veto document as prescribed by the Act.



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PROPOSED CHANGES

- Upon receipt of written notice from the Reeve as set out in subsection 12.1.9, and in accordance with the timelines prescribed in the regulations, the Clerk shall advise Council and the public by:
 - posting notice of the Reeve's approval of the By-Laws to the Municipal website following the meeting; and/or
 - posting notice of the Reeve's Veto of a By-Law or By-Laws in the Council Draft Minutes and advising all Members of Council by email, including providing a copy of the veto document.



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PROPOSED CHANGES

- In accordance with Subsection 284.11 (9) of the *Municipal Act, 2001*, and subject to the timelines prescribed by the associated regulations, Council may override the veto with the approval of two-thirds (2/3) of Members of Council.
- The override may be introduced by Motion, moved and seconded:
 - without Notice at any regular Council Meeting; or
 - at a Special Meeting called for this purpose.



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NEXT STEPS

- Discussion of Public Comments by Council at April 7th, 2026
Committee of the Whole Meeting
- Adopt required by-law at the April 21st, 2026 Council meeting.
- Changes take effect immediately.



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QUESTIONS & COMMENTS

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