THE CORPORATION OF THE CITY OF WRENFORD

BY-LAW NUMBER 2023-018

Procedure By-law

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, authorizes a municipality to pass by-laws respecting matters within its spheres of jurisdiction;

AND WHEREAS the Council of The Corporation of the City of Wrenford considers it desirable to pass a by-law that sets out how Council runs meetings, makes decisions, and reviews policies;

NOW THEREFORE the Council of The Corporation of the City of Wrenford enacts as follows:

1. What this by-law does

By-law 2023-018: Procedure By-law is the rulebook for how the City of Wrenford Council and its committees operate. Passed on February 13, 2023, it replaces older procedures and gives you a clear picture of how decisions get made.

2. How Council works

Council meets on the second and fourth Monday of every month at 6:00 p.m. in the Council Chambers at City Hall. This by-law explains how items are added to the agenda, how councillors vote, and how the mayor presides. It also covers how the City Manager and department heads report to Council, and how the City Clerk keeps the official record.

3. Public engagement and participation

You have a say in how Wrenford is run. The by-law sets out the rules for public participation at meetings. You can request to speak during the public comment period, provided your remarks stay respectful and on-topic. If you need an accommodation to take part in a meeting, please contact the Accessibility Coordinator. All requests are handled under the Accessibility for Ontarians with Disabilities Act, 2005.

4. Policy management

Every city policy, from the Respectful Environment Policy to the Winter Maintenance and Parking By-law, is created and updated under the framework of this by-law. Policies are reviewed on a regular cycle to make sure they match current laws and community needs. Once Council approves a change, it is added to the corporate policies register.

5. Stay informed

Meeting agendas and minutes are posted on the Council meeting schedules page and in the Wrenford 311 app. You can also sign up for Wrenford Alerts to get email or text updates about upcoming meetings and service changes in your neighbourhood. Rules for public participation at all events follow the guidelines in Public engagement opportunities.

READ a first, second and third time and finally passed this 13th day of February, 2023.

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Mayor

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City Clerk