



The Corporation of the Town of Pelham

By-law No. 06-2026

Being a By-law to amend By-law No. 4507(2022), as amended, which governs the proceedings of the Town of Pelham Council, its Committees, the conduct of its Members, and the calling of Meetings, for the purpose of clarifying and modernizing provisions related to Public Meetings and public participation.

WHEREAS section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*” or “the statute”) provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS on January 30, 2023, Council of the Corporation of the Town of Pelham enacted Procedure By-law No. 4507(2022);

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to amend its Procedure By-law to refine the rules governing Public Meetings and public participation;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

1. THAT Procedure By-law No. 4507(2022), be and is hereby amended as follows:

1.1. THAT Section 28 be amended to add an additional clause, as follows:

“Notwithstanding Section 28.3, during the Budget Open House held as part of a Council Meeting, there shall be no limit on the number of speakers.”

1.2. THAT Section 30 be amended to add an additional clause, as follows:

“Where the Clerk receives multiple copies of correspondence containing the same or similar information (such as a form letter or templates), the Clerk may include one copy of the correspondence and provide a summary of the remainder received.”

1.3. THAT Section 49 be renamed “Public Meetings” to encompass all formal public meetings held by Committee or Council.

1.4. THAT Subsection 49.1 be amended to read as follows, to ensure it encompasses all formal Public Meetings held by Council or any Committee of Council:

“All Public Meetings convened by Council or any Committee of Council, including those required under the Planning Act, shall be conducted in accordance with the Rules of Procedure established under this By-law.”

1.5. THAT Section 49 be amended to add additional clauses, as follows:

“Each individual addressing Council during a Public Meeting shall be permitted a maximum of ten (10) minutes to speak on the subject matter.”

“Each individual shall be permitted to speak only once on the same subject matter during the Public Meeting; however, following their initial verbal submission, the individual may return to provide additional new comments for a

maximum of two (2) minutes, at the discretion of the Chair.”

2. Effective Date

2.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 28th day of January, 2026.



Marvin Junkin, Mayor



Sarah Leach, Acting Town Clerk