

**THE CORPORATION OF THE UNITED TOWNSHIPS OF DYSART, DUDLEY, HARCOURT,
GUILFORD, HARBURN, BRUTON, HAVELOCK, EYRE AND CLYDE**

BY-LAW NO. 2020-55

**BEING A BY-LAW TO GOVERN THE CALLING, PLACE
AND PROCEEDINGS OF MEETINGS**

WHEREAS Section 238(2) of the *Municipal Act, 2001, as amended*, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the *Municipal Act, 2001, as amended*, requires that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS Council deems it expedient to repeal and replace By-law No. 2020-18 to reflect amendments made to the Municipal Act, 2001 by Bill 187, the Municipal Emergency Act, 2020.

AND WHEREAS Council deems it expedient to pass such a by-law;

NOW THEREFORE the Council of the United Townships of Dysart et al hereby enacts as follows:

1.0 DEFINITIONS:

- 1.1 "BRIEFING" means verbal information provided to Council, Committee of the Whole, any Committee, etc., that is requested by Council or initiated by staff and may be presented by staff or a third party with expertise in a subject matter. The CAO may recommend the time allowed for such a briefing on a case by case basis, dependent on the subject matter.
- 1.2 "CHAIR" shall first mean the Mayor or in the absence of the Mayor, the Deputy-Mayor or other Chairperson as chosen by Council, Committee or Local Board, who shall act as the presiding officer.
- 1.3 "CLERK" means the Clerk, or his/her designate of the Municipality.
- 1.4 "CLOSED SESSION" means closed to the public as defined in Subsection 6.1 of this By-law.
- 1.5 "COMMITTEE" means a Committee of Council, or a Committee appointed by Council.
- 1.6 "COMMITTEE OF THE WHOLE" means a committee comprised of all members of Council that directly reports to Council.
- 1.7 "CONFLICT OF INTEREST" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*.
- 1.8 "COUNCIL" means the elected members of the Council of the Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde.
- 1.9 "LOCAL BOARD" means the Haliburton Business Improvement Area Board, the Harcourt Hall Board and the West Guilford Community Centre Board.
- 1.10 "MAYOR" means the person elected to serve as the "Head of Council", who is also a member of Council.
- 1.11 "MEETING" means any regular, special, or other meeting of council, a committee or local board, where,

- a) a quorum of members is present, and
- b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council, local board or committee.

1.12 "MEMBER" means a member of Council, Committee or Local Board.

1.13 "MUNICIPALITY" means the Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde (often abbreviated as Dysart et al).

1.14 "QUORUM" means a majority of the voting members. For greater clarity, a majority shall be defined as being greater than one-half of the voting members.

2.0 INTENT OF BY-LAW

2.1 The rules and regulations hereinafter provided shall govern the proceedings of the Council, Committees and Local Boards thereof. Any part or parts of this By-law may be suspended if agreed upon by a majority of the members present unless the part or parts is prescribed by statute or law.

3.0 ROLE OF COUNCIL

3.1 It is the role of Council:

- a) to represent the public and to consider the well-being and interests of the Municipality;
- b) to develop and evaluate the policies and programs of the Municipality;
- c) to determine which services the Municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) to maintain the financial integrity of the Municipality; and
- g) to carry out the duties of Council under any Act.

4.0 ROLE OF THE HEAD OF COUNCIL

4.1 It is the role of the Head of Council:

- a) to act as chief executive officer of the municipality;
- b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council; and to provide information and recommendations to the Council with respect to the role of Council;
- d) to represent the municipality at official functions;
- e) to carry out the duties of the Head of Council under any Act; and
- f) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things.

4.2 As Chief Executive Officer of the Municipality, the Head of Council shall:

- a) uphold and promote the purposes of the Municipality;
- b) promote public involvement in the Municipality's activities;
- c) act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
- d) participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

5.0 LOCATIONS, MEETING TIMES AND PUBLIC NOTICE OF COUNCIL MEETINGS

- 5.1 In an effort to ensure accountability and transparency, the Municipality will endeavour to provide sufficient public notice for any meeting of Council.
- 5.2 The Municipality has enacted Policy No. 24, as may be amended from time to time, which prescribes the form and manner and times for the provision of notice.
- 5.3 The public shall be given notice of all regular meetings of Council and Council Committees through posting of an annual calendar on the Municipality's website at <http://www.dysartetal.ca> which is updated on a regular basis.
- 5.4 A complete copy of all Council and Council Committee Agenda packages shall be available to the press and the public at <https://haliburton.civicweb.net> . The Municipality is committed to providing public notice regarding availability of documentation to persons with disabilities as required by the Accessibilities for Ontarians with Disabilities Act, 2005. When providing a document to a person with a disability, the Municipality will provide the document or the information contained within the document in a format that is useable by the person with a disability recognizing that the preparation of an alternate format may result in time delays in providing the requested information.
- 5.5 The date, time and/or place of a Council Meeting may be altered by Resolution, provided that notification is given.
- 5.6 Location:
- All meetings of Council shall be held in the Council Chambers at the Dysart et al Municipal Administrative Office Building located at 135 Maple Avenue, Haliburton, Ontario, unless otherwise specified in a notice.
- 5.7 Inaugural Meeting:
- a) Inaugural Meetings of Council shall be held on the first Tuesday in December following a Regular Municipal Election.
 - b) Each Member of Council shall take the Oath of Office.
 - c) Further proceedings at the Inaugural Meeting may include Indigenous Land Acknowledgement/Blessing, Invocation (usually by a Clergyman), Mayor's address to Council, and special speaker, if desired.
- 5.8 Regular Meetings:
- a) All regular meetings of Council shall convene at 9:00 a.m. on the fourth Tuesday of each month except for the month of December; where it shall convene at 9:00 a.m. on the third Tuesday of December.
 - b) Notification for alterations to the date, time and/or location of a Regular Council Meeting shall be provided by posting Notice on the Municipality's website prior to the meeting and by one (1) publication in a local newspaper.
- 5.9 Budget Meetings:
- a) The second Friday of December, January and February shall be designated for budget meetings as needed.
- 5.10 Special Meetings:
- a) The Head of Council or Chair may, at any time, call a special meeting to deal with a matter which is deemed to require immediate action.
 - b) Special meetings require minimum notice of 48 hours unless otherwise agreed to by a majority of members to the satisfaction of the Clerk or appropriate officer for the Committees or Local Boards. Notice of such a special meeting shall be given by contacting each member and verbally advising them of the date, time and place

of the meeting, or such notice may be given in writing, or via voice recording, or via e-mail message or any combination of above.

- c) Public notification shall be given by posting Notice on the Municipality's website as soon as is practicable.
- d) Unless otherwise specified in the Notice, a special meeting shall be held in the location for regular meetings.
- e) The Notice of a special meeting shall specify the purpose of the meeting and the only business to be dealt with at a special meeting is that which is listed in the Notice of Meeting.

6.0 CLOSED MEETINGS

6.1 All regular and special meetings of Council, Committees and Local Boards shall be open to the public, but a meeting or any part thereof may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*,

an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- a) the meeting is held for the purpose of educating or training the members;
- b) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

6.2 All deliberations while in Closed Session shall remain confidential unless otherwise approved by Council, Committee or Local Board members in Open Session.

6.3 All votes shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public and if said vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality, Committee or Local Board of either of them or persons retained by or under a contract with the Municipality or Local Board.

6.4 Before holding a meeting or part of a meeting that is to be closed to the public, Council or a committee or a local board shall state by Resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

7.0 ORDER OF PROCEEDINGS

7.1 At the hour appointed, when a quorum is present the Chair calls the members to order. If a quorum is not present within fifteen (15) minutes after the hour appointed, the Clerk or the appropriate officer for Council, the Committee or Local Board shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until re-scheduled.

7.2 If the majority of the members present in person at a Council, Committee or Local Board meeting consent, members may participate in any meeting by means of a communications facility including telephone, video, audio or audio-visual conferencing or any other interactive method as deemed appropriate, provided the communications facility permits all member participating in the meeting to understand the members participating through a communications facility, and the members participating in such a meeting by such means are deemed to be present at the meeting.

Attendance by means of communication facility will not be permitted for Closed Session meetings and shall not be permitted for the purposes of achieving quorum.

If the Chair is absent, they can participate, but must delegate Chair duties for the meeting.

If a member wishes to participate remotely, they must notify the Clerk at least three days in advance of the meeting to ensure technical aspects are set up.

7.3 Council and Committee meetings may be live streamed to a Dysart YouTube Channel. The link to the recording will be shared through social media and linked to our website following the meeting.

7.4 The business of Council, Committee or Local Board shall be taken up in the order as listed on the agenda unless otherwise decided by the Chair.

7.5 When any matter is left on the agenda at the time of adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting.

8.0 AGENDA AND SUPPORTING MATERIAL

8.1 The Clerk or her designate shall prepare agendas as assigned.

- 8.2 Insofar as is practicable, open Council agendas, along with supporting material, shall be prepared and posted electronically on CivicWeb on Thursday afternoon prior to a regular meeting.
- 8.3 Insofar as practicable, open Committee agendas, along with supporting material, shall be prepared and posted electronically on CivicWeb four calendar days prior to a regular meeting.
- 8.4 Closed Session agendas will be emailed to the corporate email address of the Council members, until such time as technology changes are implemented to allow delivery in an alternate method.
- 8.5 The Agenda for Council meetings shall be generally formatted as follows, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this By-law:
- 1) Procedural Matters
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Disclosure of Pecuniary Interest and General Nature Thereof
 - d) Adoption of Council Minutes from Previous Meeting
 - e) Mayor and Deputy Mayor's Update
 - 2) Public Meeting
 - 3) General Delegations
 - 4) Reports and Recommendations from Local Agencies, Boards and Committees
 - a) Harcourt Hall Board
 - b) West Guilford Hall Board
 - c) Rails End Gallery and Arts Centre
 - d) Haliburton Village BIA
 - e) Aging Well Committee
 - f) Community Policing Advisory Committee
 - g) Harvest Haliburton
 - h) Source Protection Planning
 - i) Upper Trent Water Management Partnership Council
 - j) Haliburton Village Bioenergy Corporation
 - 5) Recommendations from Committee of the Whole (as outlined under Section 18 – Permanent Committees of Council)
 - 6) Planning and Land Information
 - 7) Reports and Recommendations from Standing Committees
 - a) Glebe Park and Museum Committee Minutes and Recommendations
 - b) Cultural Resources Committee Minutes and Recommendations
 - c) Sign and Property Standards Committee Minutes and Recommendations
 - d) Personnel Committee Minutes and Recommendations
 - 8) Closed Session
 - 9) Report from Closed
 - 10) Notice of Motion
 - 11) Confirming By-law
 - 12) Adjournment

- 8.6 Deadlines for the Council Agenda shall be as follows:
- a) Correspondence – must be received in the CAO and Clerk’s Office no later than 12:00 noon seven (7) calendar days prior to the subject meeting.
 - b) Delegations - as referred to in Section 13 of this By-law.

8.7 Agenda additions shall include matters that were not able to be shown on the Agenda but which the CAO or Clerk or appropriate officer of the Committee or Local Board has deemed to be of a status requiring action by Council, or the Committee or the Local Board, including motions for which notice or recommendation has not been given prior to the meeting.

9.0 MINUTES

9.1 The Clerk, in the case of a meeting of Council; or by the appropriate officer, in the case of a meeting of Committee shall record without note or comment, all resolutions, decisions and other proceedings at a meeting, whether it is closed to the public or not.

9.2 All Minutes of Council and Committee meetings shall be prepared by the Clerk or designate and be made available electronically on CivicWeb and distributed to the members for consideration and revision and adoption at the next meeting.

9.3 All Minutes of Council and Committee meetings shall be posted electronically on CivicWeb, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 6.1 of this By-law and subject to the provisions of any applicable by-law, act or statute.

9.4 All Minutes of Local Boards shall be kept by the appropriate officer and will be made available annually to be reviewed by the Municipal Auditors and upon request, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 6.1 of this By-law and subject to the provisions of any applicable by-law, act or statute.

10.0 BY-LAWS

10.1 Every By-law shall have three readings prior to it being passed.

10.2 If Council or the Committee or Local Board so determines, a By-law may be considered read a first, second and third time prior to presentation of the motion and voting thereon.

10.3 Every By-law, once passed, shall be dated and duly signed and sealed by the Head of Council and the Clerk.

10.4 Every By-law shall be numbered.

10.5 Every By-law shall be posted to CivicWeb.

11.0 MOTIONS, DEBATE AND VOTING

11.1 All motions shall be in writing and delivered to the Clerk or appropriate officer who shall provide such motions to the Chair to be read in the order in which they are received, unless otherwise requested by the Chair.

11.2 Any motion may be introduced without notice if Council or the Committee or Local Board, without debate, agrees on a majority vote to dispense with notice.

11.3 The following motions may be introduced without notice and without leave but such motions shall be in writing and signed:

- a) To refer
- b) To adjourn

- c) To amend
 - d) To suspend the rules of procedure
- 11.4 Following reading of the resolution, the Chair will invite any discussion or debate on said motion, with the mover, followed by the seconder, having first opportunity to speak to the motion.
- 11.5 Debate must at all times be strictly relevant to the question under consideration.
- 11.6 No member, without leave of the Chair, shall speak to the same question, or in reply, for longer than five (5) minutes.
- 11.7 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 11.8 A motion to refer the question to a committee shall take precedence over any motion to amend the question.
- 11.9 Following adequate discussion when a motion is presented, such motion shall be put to a vote without further debate.
- 11.10
- a) Only one amendment can be presented to the main motion at one time.
 - b) Only one amendment can be presented to an amendment at one time.
 - c) The sub-amendment, if any shall be voted first.
 - d) The amendment shall be voted next.
 - e) The motion, as amended, shall be put to a vote.
- 11.11 Once read or stated by the Chair a motion may not be withdrawn without the consent of the majority of the members.
- 11.12 Immediately prior to voting on a motion, the Chair shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 11.13 After a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
- 11.14 On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Chair and may be by voice, show of hand, standing or otherwise; however, no vote shall be taken by ballot or any other method of secret voting. Any failure to vote shall be deemed to be a negative vote.
- 11.15 Where a vote is taken for any purpose and a member requests, before or immediately after the vote, that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall, in an order determined by the Chair, announce their vote openly, and any failure to vote by a qualified member shall be deemed to be a negative vote and the Clerk or appropriate officer shall record each vote.
- 11.16 The Head of Council or Chair, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
- 11.17 The Chair shall declare the vote on all questions and should his/her declaration be stated by any member to be in doubt, the Chair shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.
- 11.18 Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated.

12.0 POINTS OF ORDER AND PROCEDURAL APPEALS

- 12.1 Any member may raise a point of order.
- 12.2 The Chair shall preserve order and decide all questions of order and the decision of the Chair shall be final, subject to appeal, with the Chair retaining the option of putting any

question of order to Council or members of local boards or committees and in such instances the decision of Council or members of local boards or committees shall be final. Upon appeal of any decision of the Chair the question of order shall be decided by Council or members of Committees or Local Boards and the decision shall be final.

13.0 GENERAL DELEGATIONS

- 13.1 Any person desiring to present information orally on matters of fact or to make a request shall submit a brief outline of the subject to be discussed for inclusion in the agenda packages no later than 12:00 noon, seven (7) calendar days before the subject meeting.
- 13.2 Each delegation shall be limited in speaking not more than ten (10) minutes. Extensions to these limits will be at the discretion of the Chair.
- 13.3 The CAO or Clerk may direct that a delegation be received by a committee for committee consideration and recommendation to Council on a particular matter rather than addressing Council directly, as long as time allows.
- 13.4 Council and its Committees and Local Boards will not entertain delegations that have not been included on the agenda.

14.0 BRIEFINGS

- 14.1 Council or staff may initiate a Briefing for the purpose of providing verbal information to Council, Committee of the Whole and any Committee. Such Briefing may be presented by staff or a third party with expertise in a subject matter. The CAO may recommend the time allowed for such a briefing on a case by case basis, dependent on the subject matter.
- 14.2 Staff will advise the Clerk if any Briefings will be included on an agenda from a third party to ensure that their attendance can be recorded and adequate time provided.

15.0 CONDUCT OF MEMBERS OR GUESTS

- 15.1 Except as herein provided, the Rules of Order of the Parliament of Canada shall be followed for Governing the Proceedings of Council and Conduct of its Members.
- 15.2 In all matters and under all circumstances the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
- 15.3 No member shall resist the rules or disobey the decisions of the Chair on questions of order or practice or upon the interpretation of the rules.
- 15.4 The Chair shall enforce on all occasions the observance of order and decorum among the members, individuals or groups in attendance at the meeting.
 - a) Should any member persist in breaching the rules of procedure or order, the Chair shall call the name of the member and order him/her to vacate the premises. No member shall be permitted to retake his/her seat after being ordered to vacate, until the next meeting and without an apology to all members.
 - b) Should an individual or group disrupt the order or decorum of the meeting, the Chair shall order that individual or group to vacate the premises.
- 15.5 Every member, prior to speaking, shall address the Chair, shall confine his/her remarks to the question and shall not use any indecorous or offensive language and shall avoid personalities.
- 15.6 Should more than any one member at one time wish to address the Chair, the Chair shall name the member who is to speak first.
- 15.7 No person other than the one proposing a question (who shall have leave to reply) shall speak more than once without leave of the Chair, unless it is to explain their remarks which

have been misunderstood, and then the member shall not introduce any new matter.

- 15.8 The Chair may call a member to order while speaking, whereupon the member called to order shall be silent on the matter and shall not further speak until the point of order is determined, unless it is to appeal the decision of the Chair.
- 15.9 When the Chair is putting forward a question, no member shall walk out of, or across the meeting room, nor when a member is speaking shall any other member hold discourse or interrupt the speaker except to a question of order, nor pass between the speaker and the Chair.
- 15.10 While a meeting is in session, Council members may not use electronic devices for purposes of communications.
- 15.11 No member shall leave a meeting without first obtaining permission from the Chair.
- 15.12 No person shall be allowed to address Council or the Committee or the Local Board or to speak in debate without first obtaining permission from the Chair.

16.0 COMMITTEES AND LOCAL BOARDS

- 16.1 Committees and Local Boards wholly within the sphere of the jurisdiction of Council, may be established, revised, disbanded and replaced as Council deems necessary.
- 16.2 The Council shall appoint the Council representatives as committee or local board members.
- 16.3 All Rules of Procedure that apply to Council, apply equally to all Committees of Council, however, the Chair has the discretion to relax the application of the rules.
- 16.4 The Chairman of a Council Committee may, at his discretion, refer a matter of urgent nature to Council, which due to the time element, cannot be properly presented to the next regular meeting of the Council Committee.
- 16.5 The Head of Council shall be an ex-officio member of all municipal committees and local boards, where not otherwise prohibited by any Act, and shall have full voting privileges when in attendance at any meeting but is not to be included in the determination of quorum.
- 16.6 Despite Section 16.5, the Head of Council will be the Chairperson of Committee of the Whole.

17.0 EXTERNAL BOARDS AND COMMITTEES

- 17.1 All appointments to external boards and committees shall be made at the beginning of the new term of Council and shall be for the duration of the term of Council, unless Council directs otherwise through resolution, with the following exception:
 - Haliburton County Land Division Committee – annually as per Section 44(3) of the Planning Act, RSO 1990, as amended.
- 17.2 Council appointments for external boards and committees are as follows:
 - Haliburton Village Business Improvement Area – one member of Council
 - Rails End Gallery Board – one member of Council
 - West Guilford Community Centre Hall Board – one member of Council
 - Harcourt Community Centre Hall Board – one member of Council
 - Community Policing Advisory Committee – one member of Council
 - Kawartha-Haliburton Source Protection Authority – one member of Council
 - Upper Trent Water Management Partnership Council – one member of Council

- Harvest Haliburton – one member of Council
- Aging Well Committee – one member of Council
- Haliburton Village Bioenergy Corporation – two members of Council

17.3 BIA, Harcourt Hall and West Guilford Community Centre Boards' Meetings

The Haliburton Village Business Improvement Area Board, the Harcourt Hall Board and the West Guilford Community Centre Board meetings shall be held as determined by each of the Local Boards and Public Notice shall be as determined by these Local Boards.

18.0 PERMANENT COMMITTEES OF COUNCIL

18.1 Committee of the Whole

Monthly meetings of the Committee of the Whole shall be held in the Dysart et al Council Chambers at 9 a.m. on the second Tuesday of the month. In December, it will take place on the first Tuesday of the month. Meetings will not be held in January or July, except at the call of the Chair.

The Agenda for Committee of the Whole meetings shall be generally formatted as follows, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this By-law:

1. Procedural Matters

- a) Call to Order
- b) Adoption of Agenda
- c) Disclosure of Pecuniary Interest and General Nature Thereof
- d) Adoption of Minutes from Previous Meeting

2. Service Areas

- a) Planning and Land Information
- b) Fire
- c) Public Works
- d) Parks, Recreation and Events
- e) Museum
- f) Building and By-law
- g) Finance
- h) Administration
- i) Accessible Transportation
- j) Economic Development

3. Closed Session

4. Report From Closed Session

5. Adjournment

18.2 Glebe Park and Museum Committee

Bi-monthly meetings of the Glebe Park and Museum Committee shall be held in the Dysart et al Council Chambers at 2:00 p.m. on the second Thursday of the month. In December it will be the first Thursday. Meetings will take place in February, April, June, August, October and December, or at the call of the Chair. The Glebe Park and Museum Committee shall be comprised of two elected members of Council and one representative from the following key stakeholder groups: Fleming College, Haliburton Sculpture Forest, Haliburton Highlands Nordic Trail Ski Club Association, Haliburton County Snowmobile Association, Haliburton-By-The-Lake Neighbourhood Association, Haliburton Highlands Mountain Bike Club and the Haliburton Highlands Museum with a mandate to:

- Provide oversight for the management and planning for Glebe Park and the

- Museum;
- Provide advice and feedback to Council;
- Communicate activity and information between key stakeholder groups and resolve any issues that may arise.

18.3 Cultural Resources Committee

Bi-monthly meetings of the Cultural Resources Committee shall be held in the Dysart et al Council Chambers at 10:00 a.m. on the fourth Thursday of the month. In December it will be the third Thursday. Meetings will not be held in January or July, except at the call of the Chair. The Cultural Resources Committee shall be comprised of two elected members of Council and one representative from each of the following groups/organizations: Haliburton Highlands Museum, Haliburton County Library, Fleming College, Rails End Gallery and Art Centre, Arts Council – Haliburton Highlands, Haliburton Community Development Corporation, Media, Business Community and a Young Professional with a mandate to:

- Oversee the implementation of the Municipal Cultural Plan;
- Provide advice and feedback to Council on local art, culture and heritage activities and issues.

18.4 Personnel Committee

Meetings of the Personnel Committee shall be held in the Dysart et al Council Chambers at the Call of the Chair. The Personnel Committee shall be comprised of three members, including the Mayor, with the mandate to:

- Participate in negotiation and labour relations exercises;
- Review and recommend non-union policies for approval;
- Oversee job evaluation and pay equity processes;
- Oversee recruitment activity;

18.5 Sign and Property Standards Committee

Meetings of the Sign Committee shall be held in the Dysart et al Council Chambers as required, on the fourth Thursday of the month at 3:00 p.m. In December it will be the third Thursday. Meetings will not be held in January or July, except at the call of the Chair. The Sign and Property Standards Committee shall be comprised of three elected members of Council and three members of the public with the mandate to:

- Review applications made for the relief of compliance with the By-law to regulate signs and other advertising devices within the Municipality.
- Hear appeals to Property Standard Orders;
- On a property standards appeal, the Committee has all the powers and functions of the officer who made the order and the Committee may do any of the following things, if, in the Committee's opinion, doing so would maintain the general intent and purpose of the Property Standards By-law and of the Official Plan or Policy Statement:

- 1) confirm, modify or rescind the order to demolish or repair;
- 2) extend the time for complying with the order.

18.6 From time to time Council may by resolution, appoint members to Ad Hoc Committees for the purpose of managing projects of a specialized nature.

18.7 When a regular Council or Committee meeting day falls on a public holiday, it shall meet on the next business day at the same time specified.

19.0 **GOVERNANCE CONTINUITY DURING A DECLARED EMERGENCY**

19.1 Once a local, provincial or federal emergency has been declared, the Emergency Operations Centre will be activated and the Municipal Emergency Control Group (MECG) will convene regular meetings. The MECG shall be delegated responsibility to the extent possible, all powers of Council for the duration of a Declared Emergency in the Municipality, providing it has been established that there is an inability, for valid

reasons, for a majority of the members of Council to attend a properly scheduled meeting of Council or because the ability to continue normal operations have been affected by the emergency.

Committees of Council may be postponed until the emergency has been lifted and normal operations can resume.

Members of the Municipal Emergency Control Group are appointed through the Municipal Emergency Plan.

A delegation of authority by-law may also be passed to delegate specific authorities to the Mayor and CAO to include authorizing expenditures, handling personnel issues and acquiring or disposing of property as may be required.

- 19.2 In accordance with Section 236 of the *Municipal Act, 2001, as amended*, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For purposes of this section, an Emergency Meeting may be called for an emergency within the meaning of the Municipality's Emergency Response Plan.
- 19.3 In the absence of the Mayor, and the Deputy-Mayor, Council herein authorizes a member of Council to act in the place of the Head of Council for the purposes of declaring an emergency based upon seniority on Council.

20.0 ELECTRONIC MEETING PARTICIPATION

- 20.1 A member of Council, a local board or a committee of Council may participate electronically in a meeting that is either open or closed to the public for a number of reasons including but not limited to medical reasons, illness, municipal or personal business conflict, a weather event, or in the event of an emergency in which physical distancing, limited gatherings and/or quarantine measures are required, as well as any restrictions or guidelines set out by the local, provincial or federal public health agencies, and/or the Province of Ontario. Requests for electronic participation for other circumstances not listed shall be permitted at the discretion of the Chair.
- 20.2 Any member of Council, a local board or a committee of Council who is participating electronically shall make every effort to notify the Clerk or designate forty-eight (48) hours in advance of the meeting.
- 20.3 A member of Council, of a local board or of a committee of Council who is participating electronically in a meeting shall be counted towards quorum.
- 20.4 The Clerk or designate may provide for electronic participation of staff, including the Clerk.
- 20.5 Depending on circumstances, meetings may be conducted via teleconference, video conferencing or other means as deemed appropriate in the circumstances. For clarification, electronic participation includes telephone, video, audio or audio-visual conferencing or any other interactive method as deemed appropriate.
- 20.6 The Chair will call the meeting to order and the Clerk or designate will call the roll and record those members present.
- 20.7 The Chair or Clerk, or designates, will read motions and call for a mover and seconder.
- 20.8 During a vote, members participating via video shall raise their hand until the Chair has confirmed the vote. The Chair will call on members that are participating by telephone to state their vote to ensure accurate recording for the minutes. If the vote is unclear, the Chair may call for a verbal vote, yes or no, which shall be recorded by the Clerk or designate.
- 20.9 Agendas and/or notices of open meetings shall advise how members of the public may observe the proceedings.

- 20.10 In the event of a technical failure, Council/Committee may take a ten (10) minute recess to resolve the issue. If a member can no longer participate electronically and quorum still exists, the meeting will proceed.
- 20.11 In the event of a technical failure where quorum is affected, Council/Committee may take a thirty (30) minute recess to resolve the issue. If it cannot be resolved, the meeting will be adjourned, but all decisions made up until that point in the meeting will be considered approved.
- 20.12 Where the rules of procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk or designate, shall have the authority to modify the rules of procedure to ensure members can effectively participate in the meeting.

21.0 AMENDMENT

- 21.1 No amendment or repeal of this By-law or any part thereof shall be considered at any Meeting of Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of Council and the waiving of this notice by Council is prohibited.
- 21.2 This By-law shall not be amended or replaced except by a two-thirds vote of the Members of Council.

AND FURTHER that this By-law does hereby repeal By-law No. 2020-35, in its entirety and any previous By-laws to govern the calling, location and proceedings of meetings;

AND FURTHER that this By-law shall come into force and take effect upon the date of passing.

READ a first, second and third time, passed, signed and the Corporate Seal attached hereto, this 25th day of August, 2020.

MAYOR: Andrea Roberts

CLERK: Mallory Bishop