



**Procedural By-law Review Committee Meeting
Wednesday, March 16, 2022 – 11:00 a.m.**

or immediately following the CAO Performance Appraisal
Review Panel meeting

Frontenac Room, 2069 Battersea Road, Glenburnie, ON

Meeting to be held in combination of in person and Virtual
Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel

<https://youtu.be/6xEeoAxRuXM>

AGENDA

Page

1. Call to Order

2. Adoption of the Agenda

- a) **That** the agenda for the March 16, 2022 meeting of the Procedural By-law Review Committee be adopted.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

3 - 6

- a) Minutes of Meeting held March 16, 2022

That the minutes of the Procedural By-law Review Committee meeting held March 16, 2022 be adopted.

5. Deputations and/or Presentations

6. Reports to the Procedural By-law Review Committee

7 - 10

- a) **2022-035
Procedural Review By-law Committee
Background Information Regarding County Council Advisory
Committees**

11 - 36

- b) **Round Table Discussion**

Committee members to continue discussing the themes within procedural by-law. A chart identifying the next sections is attached (PBLRC-M-3-2022)

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- c) **Procedural By-law Review Options and Considerations**

7. Communications

8. Other Business

9. Next Meeting

10. Adjournment



**Minutes of the Procedural By-law Review Committee Meeting
February 23, 2022**

<https://youtu.be/fJpT7fvjShE>

A regular meeting of the Procedural By-law Review Committee was held in hybrid format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, February 23, 2022 at 9:00 a.m.

Present in person:

Councillor Gerry Martin

Present virtually:

Councillor Alan Reville, Chair
Councillor Bill MacDonald, Vice Chair
Councillor Bruce Higgs

Staff present in person:

Jannette Amini, Manager of Legislative Services/Clerk

Staff present in person:

Angelique Cardinal, Executive Assistant (Recording Secretary)

1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

2. Adoption of the Agenda

Moved By: Councillor MacDonald
Seconded By: Councillor Higgs

That the agenda for the February 23, 2022 meeting of the Procedural By-law Review Committee be adopted.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

4. Adoption of Minutes

a) Minutes of Meeting held February 16, 2022

Moved By: Councillor Martin
Seconded By: Councillor MacDonald

That the minutes of the Procedural By-law Review Committee meeting held February 16, 2022 be adopted.

Carried

5. Deputations and/or Presentations

6. Reports to the Procedural By-law Review Committee

a) Round Table Discussion

Committee members continued discussing the themes within procedural by-law. A chart identifying the next sections was attached (PBLRC-M-2-2022).

New Section – Conduct During Meetings

- During the previous meeting of the Committee, the Committee agreed to change 16.2 – Prohibitions to Conduct During Meetings and move the current prohibitions to that section. The Committee supported adding to this section Dress Code – Council Meetings – Public Meetings however changed the wording from “shall” to “are expected to”, Dress Code – Committee of the Whole, Head Dressing and Code of Ethic.” Questions were raised on how to ensure that discussions in closed session are not made public even after a decision is reported out, to which the Clerk noted that this puts tools in the hands of Council to act on contraventions.

Section 18 – Deputations and/or Presentations

- The Committee agreed to the additional verbiage around 18.7 that the maximum of 2 deputations would be excluding the County’s External Boards and funded agencies.

Section 19 – Rules of Debate

- The Committee recommended to change the wording of 19.6 to “except the presenter of the motion may respond to questions”.
- The Committee recommended to add to the wording of 19.11 to add the sentence “If challenged, the Deputy Warden will take the Chair”.

Section 20 – Motions

- The Committee opted to make no changes to 20.11 and continue the practice of not reading motions.

Section 21 – Specific Motions

- The Committee agreed with the recommendation to change the motion Defer to Postpone and to delete the provision for reconsideration on matters returned to the municipality by LPAT.

Section 22 – Notices of Motions

- The Committee agreed to merge this into the section on Motions and to the additional verbiage around how they are place on the agenda.

Section 23 – Voting

- The Committee agreed to the proposed changes in 23.3, 23.5 and 23.13.

Section 24 – Public Question Period

- The Committee recommended to remove Public Question Period from the by-law given that there is no ability for this to occur during electronic meetings and meetings that occur with the public present have the ability to catch members off guard. The public and the press do have an opportunity to speak to any member of Council or staff after the meeting.

Section 26 – By-laws

- The Committee agreed to the proposed numbering of by-laws to include the year followed by numbers in numerical order.

Section 27 – Committees

- The Committee agreed to amend the term of appointment to November 14 of an election year now that the new term of Council commences November 15th of an election year.
- The Committee agreed to add a new section to address absenteeism of a Committee member.
- The Committee agreed that the Warden be counted for Quorum when attending Committee meetings as ex-officio.
- The Committee agreed that the minutes reflect that they are not verbatim.

- The Committee agreed to a new section that address how motions that are either lost or deferred at Committee level.
- The Committee agreed to add a provision for public participation at committee meetings but made some additional amendments to the wording as some structure is needed to ensure that the public members do not cause a meeting to become disruptive.
- The Committee agreed to the more restrictive wording around adding additional items to an agenda at the meeting.
- The Committee agreed to delete the provisions around reconsideration on matters returned to the municipality by LPAT.

b) Procedural By-law Review Options and Considerations

This report was provided to the Committee as an up-to-date synopsis of options and considerations to date and was for information purposes only.

7. Communications

8. Other Business

9. Next Meeting

The next meeting of the Procedural By-law Review Committee is scheduled for Wednesday, March 16, 2022, at 11 a.m. or immediately following the County Council meeting.

10. Adjournment

Moved By: Councillor MacDonald
Seconded By: Councillor Martin

That the meeting hereby adjourn at 11:24 a.m.

Carried



Report 2022-035

Committee Information Report

To: Chair and Members of the Procedural By-law Review Committee
From: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: March 16, 2022
Re: Procedural Review By-law Committee – Background Information Regarding County Council Advisory Committees

Recommendation

This report is for information purposes only.

Background

Advisory Committees provide recommendations and advice to County staff and Council. Committee members may contribute to the development of policies, programs, and initiatives that enhance the County's quality of life. Advisory Committee appointments enable local citizens from various backgrounds to participate in municipal government. The County can benefit greatly from citizen volunteer's expertise, enthusiasm, and civic pride. Some Advisory Committees may also be involved in the organization and promotion of special events or activities. The goals, objectives, and purpose of the Advisory Committee is found in the Advisory Committee's terms of reference and its members are appointed by Council for the duration of the term of Council unless otherwise noted in the Committee's terms of reference.

The nature of Advisory Committee recommendations to Council is purely advisory and the Committee has no authority. Council may approve, amend, refer, or propose other resolutions, as Council deems appropriate.

There are currently eight advisory committees of the County of Frontenac are as follows:

1. Joint Accessibility Advisory Committee
2. Seniors Housing Task Force
3. Community Development Advisory Committee
4. Planning Advisory Committee
5. Administrative Building Design Task Force
6. Chief Administrative Officer Performance Appraisal Review Panel
7. Communal Service Governance/Operations Model Review Committee
8. Procedural By-law Review Committee

The Joint Accessibility Advisory Committee and the Planning Advisory Committee are legislated Committees, with the remaining 6 being discretionary.

The Seniors Housing Task Force, the Administrative Building Design Task Force, the Communal Service Governance/Operations Model Review Committees and the Procedural By-law Review Committee were established as ad hoc type Committees to act on a singular issue and would be disbanded when their recommendations upon the specified initiative have been provided, and further recommendations are no longer required.

In 2015 the County embarked on a planning exercise to develop the County's first Economic Development Implementation Plan through a collaborative process. During the process it became apparent that a new committee would likely be formed to guide the process and advise Council of projects which are important to advance the economic development strategy. It was also recognized that there could be repetition in the sharing of information and reporting as the same staff would be supporting this and the other 2 existing committees, those being the Trails Advisory Committee and the Sustainability Advisory committee. To avoid duplication of human and financial resources and volunteer effort, Council folded into one, the Sustainability Advisory Committee, the Trails Advisory Committee, and the anticipated Economic Development Advisory Committee, later to be named the Community Development Advisory Committee.

Comments

The Seniors Housing Task Force was established in 2014 to guide Council and the Townships on the development of a Business Plan for a seniors housing development in each Township. This Task Force fulfilled its mandate in 2018 with North Frontenac being the final of all 4 Townships now having a Business Plan for Seniors Housing. The Committee has not met since and staff are recommending that it be disbanded.

The Administrative Building Design Task Force continues to work jointly with the CRCA task force regarding the redevelopment of the County Administration Building and the Communal Service Governance/Operations Model Review Committee is beginning to wind down with a goal of the setting up of a Utility; however the need may arise for the Committee to consult further

In terms of the Chief Administrative Officer Performance Appraisal Review Panel, this Panel was established in 2017 with a mandate of carrying out the annual Performance Appraisal of the County of Frontenac's Chief Administrative Officer; however, since its establishment in 2017, the RFP process for Councils 2019-2022 Strategic Plan has been referred to the Chief Administrative Officer Performance Appraisal Review Panel given that it is comprised of the 4 Mayors. This was not the first time that Council had directed the 4 Mayors to work together in taking the lead on a project. In 2013, Council established the Service Delivery and Organization Review Committee also comprised of the four Mayors, with the addition of one citizen appointee. As a result, in 2018 staff presented a report to Council that the Chief Administrative Officer Performance Appraisal Review Panel be deleted and or renamed to the Executive Committee whose mandate would be to not only carry out the CAO Performance Appraisal, but to also make recommendations to County Council on Council's strategic policy and priorities; on governance policy and structure; on its operations and on appointments to committees

and boards. The motion was deferred to the 2019 Strategic Planning Process; however, to date, no action has been taken.

The Procedural By-law Review Committee is mandated to undertaking a review and making recommendations on the County of Frontenac Procedure By-law.

The Planning Advisory Committee is a legislated committee that is required to have at least 1 public member. Its mandate/terms of reference includes items emanating from the Planning and Economic Development Department, including County Official Plan matters, Plans of Subdivision and Condominium, Extension of draft plan approval, and approval of Township Official Plans. Meetings are infrequent because of this equating to very little public transparency on meeting schedules.

The Community Development Advisory Committee is a discretionary committee mandated to set priorities for sustainability in the Frontenacs, implementing the visions outlined in Directions for Our Future, the Economic Development Charter & Implementation Plan, and the Trails Master Plan. Staff reports take a significant amount of staff time and the majority of reports that staff take to CDAC are mainly information reports that act as fillers, with only 32 recommend reports taken to the Committee since its establishment in 2015. In the 2020 Economic Development Service Delivery Review, it was recommended that a new collaborative working group be created involving the various partners in economic development, including Frontenac Business Services and each of the Townships. This operational group also includes representatives from tourism, provincial ministries, and rural economic development at the City of Kingston.

Options for Discussion

1. Disband the Seniors Housing Task Force as it has fulfilled its mandate
2. Considering the Chief Administrative Officer Performance Appraisal Review Panel taking on a greater role
3. Fold CDAC into the PAC, to meet quarterly or at the call of the Chair **or**
4. Continue to keep PAC as is with meetings at the call of the Chair and disband CDAC, with reports going directly to Council

An examination of these themes is before the Committee's meeting today.

Strategic Priorities Implications

Other Important and Continuing County Priorities, identifies:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Kelly Pender, Chief Administrative Officer

Joe Gallivan, Director of Planning and Economic Development
Richard Allen, Manager of Economic Development



Office of the Clerk

Memo

PBLRC – M 3-2022

To: Procedural By-law Review Committee

From: Jannette Amini, Manager of Legislative Services/Clerk

Date: March 16, 2022

Re: Topics for Discussion

As directed by the Procedural By-law Review Committee, staff have been preparing a document for each meeting that identifies the topics for the continued roundtable discussion.

Attached is the Proposed Amendments Chart (Appendix I) that includes the next topics to be considered by the Committee.

The sections proposed for review at this meeting are:

- Additional Meeting – Committee of Management Meeting for Fairmount Home
- Schedule B – Advisory Committees of County Council
- Schedule C – External Boards and Committees with County Council Appointees
- Schedule D – Council Liaisons

Also attached to this memorandum is an excerpt of the current Procedural By-law (Appendix II) which outlines the above noted Schedules. This excerpt is intended to assist in the discussion related to these section topics.

Following the Committee's discussion on the above-noted items, staff will update the Procedural By-law Review Options and Considerations [attached to the Agenda as Reports to the Procedural By-law Review Committee, clause c) that outlines options for the topics reviewed during the course of the roundtable discussions to date.

Respectfully submitted

Jannette Amini
Manager of Legislative Services/Clerk

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
Oversight and follow up considerations				
6 Meetings of Council		Add an additional meeting type Committee of Management Meeting of Fairmount Home	<p>Section 132 (1) of the Long Term Care Homes Act states that The council of a municipality establishing and maintaining a municipal home or the councils of the municipalities establishing and maintaining a joint home shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home or joint home.</p> <p>In terms of the County of Frontenac, and specifically for Fairmount Home, section 6.3(a) i) of the 1998 Amalgamation Order makes County Council the Committee of Management of Fairmount Home. It should be stressed to Council that when making decisions around Fairmount Home, specifically when it affects the Homes ability to be in compliance, they are meeting as the Committee of Management of Fairmount Home and recognize the responsibility/liability that they face in terms of their decisions.</p> <p>This could be included as part of the agenda, similar to a motion to move into Committee of the Whole, there could be a separate motion where Council moves in the Committee of Management of Fairmount Home.</p>	
14.6	The Warden may vote on any matter at his discretion with		Staff could find no provision in the Municipal Act that provides the Head of Council with the discretion to vote, and failure to vote is considered a no vote pursuant to section 246(2) of the Act; however through	

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
	the exception of a recorded vote at which time voting is required		discussions with piers, section 246 (2) only applies to a recorded vote. Based on conversations with the EOWC Clerk's group, some allow the provision while others do not.	
Schedule B – Advisory Committees of Council				
B-1	Joint Accessibility Advisory Committee		This is a mandated Committee. Staff recommend no changes.	
B-2	Seniors Housing Task Force		This Task Force has fulfilled its mandate. Options for consideration: <ul style="list-style-type: none"> ➤ Disband the Task Force, or ➤ Amend its mandate 	
B-3	Community Development Advisory Committee (CDAC)		This is a discretionary Committee. Options for consideration: <ul style="list-style-type: none"> ➤ Fold into the Planning Advisory Committee to meet quarterly, or ➤ Disband CDAC with reports going directly to Council 	
B-4	Planning Advisory Committee		This is a mandated Committee but its mandate can be amended to have it become a Planning and Economic Development Advisory Committee	
B-5	Administrative Building Design Task Force		This Task Force continues to work jointly with the CRCA task force.	

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
B-6	Chief Administrative Officer Performance Appraisal Review Panel		Options for Discussion: <ul style="list-style-type: none"> ➤ Leave the mandate and name as is ➤ Update the name and mandate of the Committee to provide a broader range of oversight, including: <ul style="list-style-type: none"> - Service Delivery Review - Strategic Policies and Priorities - Organizational Structure 	
B-7	Communal Service Governance/ Operations Model Review Committee		This Committee is beginning to wind down with a goal of the setting up of a Utility; however the need may arise for the Committee to consult further. Can there be additional uses for this Committee	
B-8	Procedural By-law Review Committee			
Schedule C – External Boards and Committees with County Council Appointees				
	1. Kingston Frontenac Public Library 2. KFL&A Public Health 3. RULAC 4. Algonquin Land Claim Municipal Advisory Committee 5. Frontenac			

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
	County Youth Justice Advisory Committee 6. Rideau Corridor Landscape Strategy Steering Committee 7. Housing and Homelessness Advisory Committee			
Schedule D – Council Liaisons				
			Open for Discussion	

Schedule B-1 Advisory Committee to County Council

Committee Name: Joint Accessibility Advisory Committee

Establishment of the Committee

- (i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.
- (ii) That the Committee shall be comprised of not more than 7 members as follows:
 - 2 Members of County Council
 - 4 Members of the Community who are persons with disabilities (one representative from each Township)
 - 1 Member from the Community at largewho shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.
- (iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

Mandate of the Committee

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

Duties of the Committee

The committee shall:

- (a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;
- (c) perform all other functions as specified by legislation.
- (d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;
- (e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;
- (f) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

Schedule B-1 Advisory Committees Continued

Responsibilities of Council

Council shall:

- (a) establish the Accessibility Advisory Committee and appoint its members;
- (b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;
- (c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - (i) that the council purchases, constructs or significantly renovates;
 - (1) for which the council enters into a new lease; or
 - (iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and
- (d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and
- (e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

General

- (a) That Administrative Support shall be provided by the Clerk or Designate.
- (b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

Composition of The Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Council Liaison to Corporate Services

(Added by By-law 2015-0002)

- Bill MacDonald

One (1) Members of County Council:

(Amended by By-law 2015-0002)

- Gerry Martin

Four (4) Representatives from the Community who are Persons with Disabilities – One (1) from each of the Four (4) Townships:

- Township of North Frontenac – Ed Shlievert
- Township of Central Frontenac – Kurt Halliday
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands – Janet MacDonald

One (1) Representative from Community at Large:

- David Yerxa

Schedule B-2 – Advisory Committee to County Council

Committee Name: Trails Advisory Committee

(Repealed by By-law 2015-0037 September 23, 2015)

Schedule B-3 – Advisory Committee to County Council

Committee Name: Sustainability Advisory Committee

(Repealed by By-law 2015-0037 September 23, 2015)

Schedule B-4 – Advisory Committee to County Council

Committee Name: 150th Anniversary Planning Advisory Committee

(Repealed by By-law 2015-0037 September 23, 2015)

Schedule B-5 – Advisory Committees to County Council

Committee Name: Service Delivery and Organization Review Committee

(Repealed by By-law 2014-0019 passed April 16, 2014)

Schedule B-2 – Advisory Committees

Committee Name: Seniors Housing Task Force

Establishment of the Committee

- (1) The County of Frontenac Seniors Housing Task Force shall be comprised of four (4) members as follows:
 - (a) Three members of County Council, specifically:
 - One (1) member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee
 - One (1) additional member of County Council
 - The Mayor of the Township in which the housing matter is being considered; and
 - (b) One Township Council representative in which the housing matter is being considered
- (1) The members of the County of Frontenac Seniors Housing Task Force shall hold office from the date of their appointment, at the pleasure of the Council of the County of Frontenac, not to extend past the term of Council.
- (1) The Committee shall hold meetings as required.

Terms of Reference:

The vision of the County of Frontenac stated in Directions for Our Future is that “government decision making processes need to be clear, transparent, forward thinking and focused on the longer term, all of which depend on a strong organizational structure. There is a clear direction for land use planning, economic development, physical, social and cultural infrastructure and investment in community capacity.”

The Mission and Vision Statements, adopted by County Council in January 2013 read:

Mission: The County of Frontenac’s mission is the effective, efficient and sustainable delivery of services to citizens

Vision: The County of Frontenac is recognized for its unique pristine natural environment and lifestyle choices and commitment to – and promotion of – strong, resilient, diverse, rural communities

The Seniors Housing Task Force will be guided by these statements during its deliberations and subsequent recommendations to County Council on Seniors Housing.

Mandate:

Members of the Committee will work to ensure that there is a comprehensive understanding of affordable housing and appropriate forms of housing in the County of Frontenac as it relates to seniors housing, with a mandate to:

- To engage and consult with the local citizens to ensure local issues are brought forward to the Task Force;

- Provide information and advice to Council on seniors housing;
- Provide advice regarding the implementation of the Municipal Housing Strategy for the City of Kingston and the County of Frontenac with respect to the need for more affordable housing options for seniors living in the Frontenacs;
- Provide advice regarding the *Seniors Housing Pilot Project Study* carried out by the County of Frontenac in 2012 which provided detailed research and background information to assist in developing seniors housing pilot projects;
- Provide advice regarding the draft County Official Plan regarding the regional housing policies that support new seniors housing projects;

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Seniors Housing Task Force:

Three (3) members of County Council

<ul style="list-style-type: none"> • member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee 	
<ul style="list-style-type: none"> • One (1) additional member of County Council 	Gerry Martin
<ul style="list-style-type: none"> • The Mayor of the Township in which the housing matter is being considered 	Denis Doyle (A) Ron Vandewal (A) Frances Smith (A) Ron Higgins (A)
<ul style="list-style-type: none"> • One Township Council representative in which the housing matter is being considered 	FI SF NF CF

(A)– Means alternate and will attend only if meeting is concerning their respective Township.

Schedule B-3 – Advisory Committee to County Council

Committee Name: Community Development Advisory Committee

Establishment of the Committee

- (i) The County of Frontenac Community Development Advisory Committee shall be comprised of eight (8) members appointed by County Council as follows:
 - two (2) members of County Council (plus an appointed alternate); and
 - six (6) community representatives.
- (ii) The members of the County of Frontenac Community Development Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) The Committee shall establish an annual work plan and confirm activities and thereafter meet at least six times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any member.
- (iv) The County of Frontenac Community Development Advisory Committee shall adhere to the County’s Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the Community Development Advisory Committee will be guided by the Vision Statement:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.

- (ii) Mandate

Set priorities for sustainability in the Frontenacs, implementing the visions outlined in *Directions for Our Future*, the Economic Development Charter & Implementation Plan, and the Trails Master Plan.

Key Activities

- Create short-term project teams for focused development within priorities

- Evaluate project team recommendations through a sustainability lens
- Proactively advise and inform Council to ensure decisions account for regional and long-term implications
- Improve community engagement in the activities that will lead to a sustainable future for the Frontenacs
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Community Development Advisory Committee:

Council Liaison to Planning and Economic Development

Councillor Alan Revill

One (1) Member of County Council:

Councillor Denis Doyle

[By-law 2015-0037]

Six (6) Community Representatives:

Lisa Henderson, Betty Hunter, Wilma Kenny, Gregory Rodgers, Marlene Spruyt and Ella Vanderburgh

[By-law 2015-0037]

[By-law 2015-0043]

[By-law 2018-0003]

[By-law 2021-0021]

Schedule B-4 – Advisory Committee to County Council

Committee Name: Planning Advisory Committee
(Added through By-law 2016-0020 passed June 15, 2016)
(Amended by By-law 2016-0035 passed September 21, 2016)

Establishment of the Committee

- (i) The County of Frontenac Planning Advisory Committee shall be comprised of seven (7) members appointed by County Council as follows:
 - three (3) member of the public; and
 - four (4) members of County Council, those being the Mayors of each Township.
- (ii) The members of the County of Frontenac Planning Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (iii) The County of Frontenac Planning Advisory Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in Directions for Our Future is Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places. Within the context of the Values and Principles detailed, the Community Development Advisory Committee will be guided by the Vision Statement:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.

Mandate/Terms of Reference: The Planning Advisory Committee is responsible for overseeing all regional development, planning, and the planning act implications of economic development within the County of Frontenac in accordance with the County's Official Plan document.

The Planning Advisory Committee shall:

- 1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.

2. Ensure co-ordination and consultation with other County Advisory Committees and departments where responsibilities overlap on planning matters and on issues relevant to the mandate of more than one Committee.
3. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Advisory Committee mandate.
4. Consult with the City of Kingston Rural Affairs Advisory Committee on issues of joint interest and/or impact rural residents and businesses, or relating to items of interest for the agricultural and associated industries, and to issues with respect to rural affordable housing.
5. Receive reports from staff on items within the Committee's mandate.
6. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
7. Review and recommend to Council revisions to the Planning Committee Terms of Reference, as required.
8. Recommend to Council, the County of Frontenac's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
9. Monitor provincial and federal legislation that has an impact on planning matters.

Specific Responsibilities

The Planning Committee shall:

Planning

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the County's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Encourage and support the ongoing County sustainability plan, Directions for Our Future.
5. Review and consider reports on the following matters that fall within the mandate of the Committee:

1. Subdivision and condominium applications;
 2. Extensions of draft plan approvals;
 3. County and Township Official Plan amendments; and
 4. County and Township Official Plan updates.
6. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote economic community development in the rural areas.
7. Receive advice from, and work with economic development stakeholders such as Community Development Advisory Committee, Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Planning Advisory Committee:

Three (3) Representatives from the Community:

- Phil Leonard
- Lisa Henderson
- Barbara Sproule

[By-law 2018-0003]

Four (4) members of County Council, those being the Mayors of each Township (or their designate):

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

Schedule B-5 – Advisory Committee to County Council

Committee Name: Administrative Building Design Task Force

(Added through By-law 2016-0028 passed August 24, 2016)

Establishment of the Committee

- (iv) The County of Frontenac Administrative Building Design Task Force shall be comprised of three (3) members of County Council appointed by County Council
- (v) The members of the County of Frontenac Administrative Building Design Task Force shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in this Schedule;
- (vi) The Administrative Building Design Task Force shall meet as required.
- (vii) The County of Frontenac Administrative Building Design Task Force shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

(ii) Goal/Mission

The mission of the County of Frontenac stated in its Mission Statement is *the effective, efficient and sustainable delivery of service to its citizens*. Within the context of the Values and Principles detailed, the Administrative Building Design Task Force will be guided by the Mission Statement:

(iii) Mandate

- a) To carry out a space review and analysis of the County of Frontenac Administrative Building
- b) To review and consider options for the Administrative Building and make recommendations to Council
- c) If necessary, to review any proposals and recommend to Council a design team for any refurbishing of the Administrative Building
- d) If necessary, to work with the architect to bring back design options/costing for Council consideration
- e) If necessary, to periodically receive updates and provide input on the final details of the refurbishing/construction phase of the Administrative Building

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following members of Council to the County of Frontenac Administrative Building Design Task Force:

Council Liaison to Corporate Services

Councillor Bill MacDonald

Three (3) Members of County Council:

- Councillor Denis Doyle
- Councillor Gerry Martin
- Councillor Ron Vandewal

Schedule B-6 – Advisory Committee to County Council

Committee Name: Chief Administrative Officer Performance Appraisal Review Panel

(Added through By-law 2017-0029 passed July 19, 2017)

Establishment of the Panel

The County of Frontenac Chief Administrative Officer Performance Appraisal Review Panel shall be comprised of the Mayors of the four municipalities who sit on the Council of the County of Frontenac.

- (viii) The members of the County of Frontenac Chief Administrative Officer Performance Appraisal Review Panel shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (ix) The Review Panel shall be Chaired by the sitting Warden and supported by the Manager of Human Resources.
- (x) The Review Panel shall be considered a Committee of Council and bound by the meeting requirements of the County's Procedural By-law No. 2013-0020 and any amendments thereto, and the Municipal Act.

Terms of Reference

(iv) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the Chief Administrative Officer Performance Appraisal Review Panel will be guided by the Vision Statement:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.

Mandate/Terms of Reference:

The Chief Administrative Officer Performance Appraisal Review Panel is responsible for carrying out the annual Performance Appraisal of the County of Frontenac's Chief Administrative Officer by the following procedure, as set out in By-law 2017-0028 being a By-Law to Adopt a Chief Administrative Officer Performance Appraisal Policy:

1. For the purpose of determining the timing of the Performance Appraisal for the CAO, the date of hire (or promotion) to the position will be utilized.

2. All communications, correspondence and forms completed during the performance appraisal process are considered confidential in order to ensure the protection of privacy of the incumbent.
3. Unless superseded by an employment contract or an engagement letter, the process outlined in this policy (including a 360° review) will also be utilized to evaluate the performance of the CAO at the conclusion of a six month probation period.
 - a. Prior to hiring (or promotion) to the position of CAO the nature of this policy will be disclosed to the potential candidate.
4. The annual PA process will proceed as follows:
 - a. In the month of the anniversary date, the CAO will provide to the review panel the following:
 - i. A list of accomplishments on a professional and personal development level. The accomplishments will be tied to the goals and objectives outline in the previous PA, or in the event of a probationary review, the goals and objectives outline in the letter of engagement.
 - ii. A completed PA form completed in draft for consideration by the panel.
 - iii. A draft outline of objectives for the upcoming year.
 - iv. Any other information deemed necessary for the evaluation of the CAO's performance (e.g., reports, research, commendations)
 - v. To avoid any real or perceived conflict of interest, pecuniary interest or personal gain for the CAO, their family or associates, an annual disclosure memo be presented to the Panel on any external activities that he/she is currently engaged in.
(Added through By-law 2021-0010 passed March 17, 2021)
 - b. At least once per Council term, the Review Panel will work with the Manager of Human Resources to conduct a 360° review including Directors, Managers and front line staff. At the discretion of Council, the 360° review may include key outside stakeholders.
 - i. The 360° will be coordinated by the Manager of Human Resources in a confidential manner and provided to the Review Panel in an aggregate format that protects the confidentiality of the respondents.
 - c. The Review Panel shall review their findings and provide a final draft Performance Review and objectives for the upcoming year to the CAO for review and comment.

- d. The CAO can:
 - i. Sign the Performance Review, acknowledging the feedback
 - ii. Acknowledge but not sign the PA and provide comment to the Review Panel
 - iii. Request a subsequent meeting with the Review Panel to provide clarification.
 - e. Should a stalemate over the contents of the PA occur between the Review Panel and the CAO, the parties may agree to non-binding mediation by an objective third party.
 - f. Upon completion of the Performance Review the Chair/Warden shall provide a summary report to all of Council in closed session.
5. Should a step increase be available and approved, the effective date shall be the anniversary date for the incumbent.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Planning Advisory Committee:

Four (4) members of County Council, those being the Mayors of each Township:

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

Schedule B-7 – Advisory Committee to the Planning Advisory Committee

Committee Name: Communal Service Governance/Operations Model Review Committee

Establishment of the Committee

- (xi) The Communal Service Governance/Operations Model Review Committee shall be comprised of 8 members appointed by County Council as follows:
 - Four (4) member of the public; and
 - Four (4) members of County Council, those being the Mayors of each Township.

Although not voting members of the Committee, an invitation will be extended to staff from the Ministry of Municipal Affairs and the Ministry of Environment Conservation and Parks to assist the sub-committee with respect to issues of governance and environmental approvals.

- (xii) The members of the Communal Service Governance/Operations Model Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to such time that a governance / operations model to manage communal service development across the region has been approved by Council but not longer than the term of Council and who shall be named in this Schedule;
- (xiii) The Communal Service Governance/Operations Model Review Committee shall meet as required.
- (xiv) The Communal Service Governance/Operations Model Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

- (v) Goal/Mission

The mission of the County of Frontenac stated in its Mission Statement is the effective, efficient and sustainable delivery of service to its citizens. Within the context of the Values and Principles detailed, the Communal Service Governance/Operations Model Review Committee will be guided by the Mission Statement:

- (vi) Mandate

- f) To review and advise the Planning Advisory Committee on the best approach to creating a communal service operation, with different options and approaches considered.
- g) Review best practice models currently in place in Ontario (e.g., Lakeland Power, Township of Oro-Medonte), including:

- a. governance model
 - i. Board composition
 - ii. What is their reporting relationship to Council/community?
- b. Scope of services for this operation
- c. How does the financial model work (community investment/re-investment, dividends, community grants)?
 - i. Risk mitigation strategies
 - ii. Community Investment Policy
- d. Analysis of operations of utilities – recommendations for next steps.
- h) Review financial model that was completed by WSP consultants in the 2019 Communal Services Study.
- i) Determine what the best way would be to establish this operation, such as through the creation of Municipal Service Corporation (MSC) permitted under the Municipal Act.
- j) Does the MSC need to be under the jurisdiction of the regional government for it to operate across the County? Are there other ways of setting this up without the upper tier involvement? Is the MSC stronger (and have lower financial risk) if the County is a partner?
- k) Investigate any 'seed funding' required at the outset, i.e., a reserve fund to support the first few communal developments in the short term?

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Communal Service Governance/Operations Review Committee:

Four (4) Representatives from the Community:

- Gwen Glover
- Michael Keene
- Jim McIntosh
- Wayne Robinson

Four (4) members of County Council, those being the Mayors of each Township (or their designate):

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

Schedule B-8 – Advisory Committee to County Council

Committee Name: Procedural By-law Review Committee

Establishment of the Committee

- (xv) The County of Frontenac Procedural By-law Review Committee shall be comprised of four (4) members of Council, appointed by County Council
- (xvi) The members of the County of Frontenac Procedural By-law Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (xvii) The County of Frontenac Procedural By-law Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically Section 26 – Committees for the conduct of all Meetings.

Mandate/Terms of Reference:

The mandate of the Procedure By-law Review Committee ("Committee") is to conduct a comprehensive review of the County of Frontenac Procedure By-law.

Roles and Responsibilities of Members:

The Committee will be undertaking a review and making recommendations on the County of Frontenac Procedure By-law. Members who cannot attend a meeting must inform the Clerk's Office and may designate an alternate Councillor to attend the meeting.

Reporting Structure:

The Committee will report to County Council through the Reports from Advisory Committee section of the Council agenda.

Frequency of Meetings:

The meeting frequency for the Committee will be determined by the Committee at its first meeting.

Staff Resources:

The Committee will be supported by staff from the Clerk's Office and the Chief Administrative Officer.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Procedural By-law Review Committee:

- Councillor Bill MacDonald
- Councillor Gerry Martin
- Councillor Bruce Higgs
- Councillor Alan Revill

Schedule C – External Boards and Committees with County Council Appointees

1. The **Kingston Frontenac Public Library Board** – one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.
2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** – one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.
3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at the request of the County of Frontenac or the City of Kingston should the need arise for RULAC to fulfill its primary responsibilities as set out in the Amalgamation Order and the Local Services Realignment Agreement with respect to recommending solutions to matters of common concern and/or dispute resolution (effective December 1, 2014).
(Amended by By-law 2014-0019 passed April 16, 2014)
(Amended by By-law 2018-0008 passed February 21, 2018)
4. The **Algonquin Land Claim Municipal Advisory Committee** – one members of County Council, appointed for the term of Council. This Committee represents local, County and district governments across and adjacent to the land claim area. The Committee consists of heads of Council, or their designates, for each of the member municipalities. It provides advice to the Ontario negotiation team regarding the municipal implications of the potential transfer of crown lands to Algonquin ownership and the nature of future relationships facing the Algonquins and local municipal governments.
5. The **Frontenac County Youth Justice Advisory Committee** – one member of County Council appointed for the term of Council. The purpose of the Youth Justice Advisory Committee is to support the objectives of ensuring there is effective communication and collaboration among key partners working within Youth Justice Services, both informally and at regular meetings held quarterly; sharing youth justice information regarding programs and services, trends and issues with intent to provide creative solutions to address service system gaps; developing Youth Justice protocols, practices and guidelines to ensure optimal navigation through the system, and to promote the provision of effective services for young persons in conflict with the law; and increasing capacity through educational opportunities, training events and professional development through localized community events.

(As amended by By-law 2014-0037)

6. The **Rideau Corridor Landscape Strategy Steering Committee** – one member of County Council appointed for the term of Council. This Committee works to identify key features and values of the Rideau Corridor in order to support more effective planning and management of the Rideau Corridor's landscape into the future.

7. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** – one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

Schedule D – Council Liaisons

(Added by By-law 2015-0002)

Term:	Appointed by Council for a four (4) year term, at the pleasure of Council.
Eligibility:	Only second member County Councillors are eligible to be appointed to a Council Liaison position.
Description:	<p>A total of four (4) appointments will be made by Council to act as a Council Liaison with Directors and the Chief Administrative Officer.</p> <p>The four positions are as follows:</p> <ul style="list-style-type: none"> • Council Liaison – Emergency and Transportation Services • Council Liaison – Long-term Care (Fairmount Home) • Council Liaison – Corporate Services • Council Liaison – Planning & Economic Development <p>The purpose of the Council Liaison will be to act as a conduit between Council and senior leadership. The Council Liaison will be the primary spokesperson for issues related to the operation of the department and direction. In particular, working with the Director and Chief Administrative Officer with respect to regulatory compliance and alignment with Council strategic direction.</p>
Expectations:	<ul style="list-style-type: none"> • Meet with the Director and CAO at a minimum of once per month. <ul style="list-style-type: none"> ○ Meeting to be scheduled for the first Wednesday of each month. • Become familiar with the legislative framework, operations, projects, reports, budgets and risks of the Department. • [Deleted] <p style="text-align: right;">(Deleted and added by By-law 2021-0015)</p> • Provide a monthly update to County Council only if there is something that requires county council support. <p style="text-align: right;">(Added by By-law 2021-0015)</p> • Meet with Warden as required to provide background and insight. • Participate in meetings, workshops and events related to the Department.
	<ul style="list-style-type: none"> • Participate on ad hoc committees and related operations teams as follows: <ul style="list-style-type: none"> ○ Emergency and Transportation Services <ul style="list-style-type: none"> ▪ Emergency Management Program Committee ○ Council Liaison – Long-term Care (Fairmount Home) <ul style="list-style-type: none"> ▪ Quality Assurance and Assessment Committee ○ Council Liaison – Corporate Services <ul style="list-style-type: none"> ▪ Joint Accessibility Advisory Committee ○ Council Liaison – Planning & Economic Development <ul style="list-style-type: none"> ▪ Trails Advisory Committee ▪ Sustainability Advisory Committee

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
October 27, 2021 Procedural By-law Review Committee Meeting Items				
S. 1	Section 1	Add a new Section 1 to include "Short Title" ARTICLE I SHORT TITLE 1. Citation This Chapter may be referred to as " <i>The Procedural By-Law</i> ".	Short Title Most statutes have lengthy titles. To save time and space the "short title" is acceptable for citation purposes. The full title of the by-law is "a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings"	Agreed
Section 1.3	Definitions	Add the following definitions:		
		"Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended or re-enacted from time to time.	This is currently not defined in the Procedural By-law. The By-law incorporates provisions from other legislation including the Municipal Conflict of Interest Act. This clearly defines that any references to Act are in reference to the Municipal Act.	Definitions are in alphabetical order. Agreed
		"Addendum" means a listing of the items to be added to or withdrawn from a published agenda	This is currently not defined in the By-law.	Agenda goes out on Friday. Anything after the agenda is published requires a two third vote. Agreed
		"Abstain" " means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.	Section 245(2) of the Municipal Act states that a failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote. The addition of this definition helps Council better understand that a failure to vote is actually a vote in the negative.	Agreed

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>“Advisory Committee” means a committee established by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.</p>	<p>The definition of Committee under the Act is only if 50% of the members are also members of one or more councils or local boards. This definition reflects more Committees in which Council has established for Citizen appointees with only 1 or 1 Council reps.</p>	<p>Adding the word “only” was suggested by Councillor MacDonald.</p> <p>Final decision rests with council. Recommendations need to go to county council. Word advisory is important. Not actually making decisions.</p> <p>Agreed</p>
		<p>“Ad Hoc” Committee means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required</p>	<p>The addition of an Ad Hoc really covers when Council wants to have a specific issue looked at, for example looking at user fees on the K&P Trail as Council did at its September meeting. It allows a member of Council to work with others and ensures the process follows the Procedural By-law, for 2 purposes</p> <ul style="list-style-type: none"> ➤ As a municipal government, we have a duty to document our decision making process ➤ The work that an elected official does should be open and transparent as elected official are accountable and answerable to the public. 	<p>Agreed</p>
		<p>“Standing Committee” means a Committee of Members of Council appointed by Council to consider matters regarding the Committees mandate</p>	<p>This definition differentiates Committees with only Council members (such as the CAO Performance Appraisal Review Committee and the Administrative Building Design Task Force, so that in the definition of “Closed Meeting” that it only permits Standing Committees to go into closed session. Committees with Citizen Appointees should not have the ability to go into closed session as members of the public hold no accountability and should not be privy to confidential and sensitive information.</p>	<p>Agreed</p>

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>“Alternate Member” means a member appointed by the Township(s) to act in place of a person who is the member of the Township council and County Council, when the person is unable to attend a meeting of County council for any reason</p>	<p>The differentiates full members and alternate members of Council, given that the word “member” is used throughout the by-law, specifically under the Committee section which permits full members of County Council to attend and participate at Committee meetings but are not able to vote.</p>	<p>The privilege of attending the council members. The alternate can come to council but no authority at advisory committees.</p> <p>Clerk noted that the alternate can attend the Closed Session. They are Elected official and adhere to a code of conduct.</p> <p>Alternate must be a Councillor.</p> <p>Members are County Councillors.</p> <p>Alternate members are appointed by the Township.</p> <p>Suggested to add “elected” officials.</p> <p>Agreed</p>
		<p>“Motion to Postpone” means a motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.</p>	<p>This is intended to replace the Motion to Defer. Roberts Rules of Order states that a motion to defer should be avoided, since it is often subject to vague usage.</p>	<p>Would be added to the motions section as well.</p> <p>Clerk keeps an abeyance list and provides list to Senior Leadership team for review. Report comes to Council at end of their term regarding the status of the outstanding list of items.</p> <p>Agreed</p>

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		“Ombudsman” means the Ombudsman appointed under the Ombudsman Act	The County no longer appoints its own Ombudsman so this makes clear that the County’s Ombudsman is the Ontario Ombudsman and that any complaints made under Subsection 223.13(1) or Subsection 239.2(1) of the Act default to the Ontario Ombudsman	Agreed
		“two-thirds majority vote” means an affirmative vote of at least two-thirds of the Members present at a meeting	There are some motions, such as the waiving of the Procedural By-law, which require a 2/3 vote. It is key to identify this as well as have the minutes reflect when a 2/3 vote is received as the Ombudsman is also able to investigate when a municipality has not followed its Procedural By-law.	Agreed
Section 1.3	Definitions	Amend or delete the following definitions:		
	(h)	Amend the definition of Committee to include “Ad Hoc Committee”	This updates the types of Committees should Council support the staff recommendation to define an Ad Hoc Committee.	Agreed
S. 1	(j)	Amend the definition of Committee of the Whole to “Committee of the Whole” means a meeting of all Members of Council sitting as Committee of the Whole at which the rules in this by-law with respect to the number of times a member may speak to an issue do not apply, with the exception to Delegations	This amendment reflects that although Committee of the Whole is all members of Council, it is not a Council meeting	Agreed
	(u)	Remove the LPAT definition as this	The Local Planning Appeal Tribunal (LPAT) replaced the former Ontario Municipal Board (OMB) which was an independent adjudicative tribunal that conducted hearings and made decisions on land use planning issues and other matters. It has since been replaced by the Ontario Land	Agreed

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
			Tribunal (OLT)'s. Under LPAT, decisions could be sent back to a municipal Council.	
	(aa)	Remove the "Motion to Defer"	It is proposed to replace the Motion to Defer with the Motion to Postpone". Roberts Rules of Order states that a motion to defer should be avoided, since it is often subject to vague usage.	Agreed
	(hh)	Amend to "Present" to means physically or through virtual format in attendance at the meeting		Committee pointed out the definition of "present" does not take into account electronic participation
				It was suggested to make note in the minutes that minutes are not verbatim. This will be addressed when reviewing section 13 – Council Minutes
Section 2 Application				
S.2	Application General 2.1	Remove the second sentence "Any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order"	The ability to waive the Procedural By-law by a 2/3 vote should have its own section as there should be criteria around certain items that cannot be waived.	Councillor MacDonald - Important asset to have. Something may happen on Monday or Tuesday and need to bring forward to the meeting. He provided an example from their Township meetings to move delegations to the start of their council meeting rather than at the end. Clerk noted Section 27 which governs committees.
	Application	Add a new Section 2.2 Suspension of Rules of Procedure	This sets out limitations of how the Procedural by-law can be suspended.	Agreed

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		a) Subject to Subsection 2.2 c) any part or parts of this by-law may be suspended, by resolution if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order b) The suspension shall only apply to the rule and/or procedure which is stated within the Motion to suspend clearly indicating the purpose and intent of the suspension and only during the Meeting in which such Motion to suspend was introduced. c) Notwithstanding Subsection 2.2 a) of this By-Law, the following rules and procedures may not be suspended: (a) Quorum necessary for Meetings; (b) the special Meeting rule set out in Subsection 7.5 of this By-Law; (c) the Motion to Reconsider rule set out in Subsection 21.9 and 21.10 of this By-law; and (d) any rules or procedures that are set out by legislation.	In addition, should other limitations be put on Committees? By waiving the Procedural By-law, Committees are waiving the rules that Council has placed on them	
	Application 2.4	Update this to indicate that we use Roberts Rules of Order 11 th Edition		<p>The latest edition of Roberts Rules available in Canada.</p> <p>ACTION: Purchase the latest copy of Roberts Rules.</p> <p>Agreed</p>
		Section 3 Locations, Meeting Times and Notice of Regular Meetings of Council		

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		Staff are suggesting that this whole section be incorporated as part of Section 6 – Meetings of Council. Section 4 Membership on Council would then become section 3. Numbering can be addressed once the entire review is complete		Agreed
	4	Membership on Council		
	4.2 Declaration of Office	Slight change by adding: The Declaration will be administered by: a) The Clerk at each December inaugural meeting b) A Justice of the Peace at the Inaugural meeting of the new Council, unless unavailable	This better reflects and permits a Justice of the Peace to be used at the inaugural, as currently this section is prescriptive that the Clerk administers this and does not differentiate the inaugural meeting.	Agreed
	4.4	Amend the 5 th paragraph The remuneration and/or reimbursement of appropriate costs incurred by an alternate while serving in this capacity shall be the responsibility of the constituent municipality paid by the County; however any remuneration will be the responsibility of the constituent municipality. An alternate shall not be eligible to attend a convention or seminar on behalf of the County		The Committee recommended that Section 4.4 – Alternate Members of County Council be amended to provide an Alternate Member of Council to receive mileage costs when attending a Council meeting on behalf of the Member of Council who is unable to attend
	5	Election of Warden and Deputy Warden		
	5.3	Amend Section as follows Only the Mayors of the Townships are All members of County Council eligible to hold the office of Warden and Deputy Warden.		<ul style="list-style-type: none"> The Committee discussed the justification for why only the Mayors of the Townships are able to be nominated as Warden or Deputy Warden as these offices should be merit driven and not position driven. The Committee recommends that

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
				<p>Section 5.3 be amended to allow that all Members of County Council are eligible to hold the office of Warden and Deputy Warden.</p> <ul style="list-style-type: none"> The Committee requested that staff reach out to the Eastern Ontario Wardens Council (EOWC) group for each upper tiers Council composition and who is eligible to run as Warden and Deputy Warden.
	6	Meetings of Council		
		Staff are recommending that this section be amended as to the below that lists the different types of meetings of Council		
	6.1 Inaugural Meeting	<p>6.1 Inaugural Meeting of Council The Inaugural Meeting of the new Council shall be held on the third Wednesday of December at 9:30 a.m.</p> <p>6.2 The order of business of the Inaugural Meeting shall include:</p> <ol style="list-style-type: none"> Declaration of Office to Councillors Election of Warden Election of Deputy Warden Declaration of Office to Warden and Deputy Warden Dressing of Chain of Office Warden's Inaugural Address 	<p>The Inaugural meeting has a number of requirements such as the Election of Warden and Deputy Warden, the taking of the Oath of Office and also does not follow the same agenda as the regular agenda. This update captures these differing requirements. It also notes the words "new Council" as the election of Warden and Deputy Warden occur at each December meeting which is the inaugural meeting for the new year, and typically a Justice of the Peace.</p> <p>Item j) would be such items as Greetings by local dignitaries, or any time sensitive matters that require Council's immediate attention before the next meeting.</p>	

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		h) Appointments to External Boards and Committees i) Passage of By-laws j) Other ceremonial procedures deemed relevant		
	6.3 Regular Meetings	Regular Meetings of Council 6.3 Regular meetings of County Council shall take place on the third Wednesday of the month at 9:30 a.m. at the County Administrative Offices unless otherwise directed by a resolution of Council. Add a new section 6.4 Should a closed session be required, Council will begin at 9:00 a.m. and resolve into Closed Meeting and will reconvene as regular Council at 9:30 a.m Add a new Section 6.5 Notwithstanding the provisions of Section 6.3 of this By-law, there shall be no regular meeting of Council in the month of August	This is pulled from the existing 3.3	Committee questioned why no meeting in August. It was noted that August meeting was always cancelled in the past due to the AMO Conference which falls on the same week. The previous Council opted to just remove the August meeting. It was noted that due to the cancellation of the August meeting, the September meeting is quite full. Mr. Pender suggested that we have separate delegations regarding budget presentations at a separate meeting. We had several requests for this year. Delegations in the past allow public input; however we now have Engage Frontenac for public input. Budget goes in October. Treasurer requires notice in advance of the October meetings.

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
	6.1, 6.2 and 6.3	Remove these sections.	This can be more appropriately addressed under Order of Business	
	6.6 Committee of the Whole	Use the existing 6.4; however remove the last sentence "If a separate meeting is required, Committee of the Whole meetings will be held on the first Wednesday of the month"	Council uses Committee of the Whole for budget meetings which typically occur over a 2 day period and limiting this to the first Wednesday of the month causes a barrier for these meetings to be used as they were intended. This requirement is not currently followed and technically, this means that Council is not following its Procedural By-law.	Budget meetings are a good example. The meeting was held on Tuesday. Agreed
	7 Special Meetings and 8 Emergency Meetings of Council	<p>Move this to Section 6 under Meetings of Council as this really is just another type of meeting of Council</p> <p>Special Meetings of Council 6.7 – use the existing 7.1 but add "by instructing the Clerk to issue a Notice of Special Meeting with at least forty-eight (48) hours notice to the members. 6.8 Subject to section 6.7, in the case of an emergency or extraordinary circumstances, the Warden may call a Special Meeting without notice 6.8 Combine the current 7.2 and 7.3 to read as follows: The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition. The Clerk shall provide all Members of at least forty-eight (48) hours notice of the Special Meeting. 6.9 – Use the current 7.5</p>	<p>For 6.5 additional verbiage is being recommended to lay out the process of when the Warden calls a Special meeting Staff are recommending to delete the meeting type "Emergency Meetings of Council" as this is redundant as it is the same as a Special Meeting of Council These changes now capture all meeting types under one section</p>	Agreed.

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		6.9 – Delete Emergency Meetings of Council 6.10 – Joint Meeting of Council – use the existing 7.8		
		Add a new section 7 which addresses Closed Meetings		
		<p>7.1 – use the existing 6.6, Add a new Section 6.7</p> <p>Time of Closed Session</p> <p>7.1 All Closed Session Meetings shall be held by the Committee of the Whole immediately preceding the Regular Meeting, starting at 9:00 a.m.</p> <p>7.2 In the event that the Closed Session Agenda items are not completed in the allotted time prior to the Regular Meeting, the Closed Session may be recessed and resumed following completion of the Regular Meeting business items and prior to the passing of by-laws, or during a certain time in the agenda by resolution of Council.</p> <p>6.7, 6.8 and 6.9 would remain and be re-numbered</p>		<p>The Committee had a discussion around how best to address the time of Closed Sessions that best respect the public who are in attendance and are left waiting when closed meetings run late. The discussion included a few suggestions such as holding the closed session at the end of a Council meeting; however this leaves the public waiting until the meeting is complete should Council be reporting out from closed session, or if there is a pertinent by-law on the agenda. The discussion also included a suggestion to have Deputations assigned a specific time in the agenda; however for most meetings, this would require the additional procedure of having to pass a motion to waive the procedural by-law when closed meetings do not run late or there is no closed meeting on the agenda. It was determined that of the closed meetings throughout the year, the likelihood of them running late is slim and the recommendation from</p>

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
				staff that should a meeting be running late, that it adjourn and carry on at the end of the meeting is the best option
		Reword section 6.10 which outlines Closed Meeting Investigations to Closed Meeting Investigator Reports Where Council is in receipt of a report from the Ombudsman reporting his or her opinion that a Meeting or part of a Meeting appears to have been closed to the public contrary to the provisions of Section 239 of the Act or the provisions of this By-Law, Council shall pass a Resolution confirming how it intends to address the report.	This section was originally worded to reflect that the County appointed its own Closed Meeting Investigator and as such, the process for a member of the public to make a complaint was made directly to the County and then forwarded to the Closed Meeting Investigator. Under the Ontario Ombudsman, complaints are made directly to the Ombudsman and Council only receives a report after that fact but is required, under section 239.2(12) of the Act to pass a resolution on how it intends to address the report	
November 24, 2021 Procedural By-law Review Committee Meeting Items				
New S. 6.1	Inaugural Meeting	The Inaugural Meeting of the new Council shall be held on the third last Wednesday of December November at 9:30 a.m.	Bill 68, Modernizing Ontario's Municipal Legislation Act, which received Royal Assent on May 30, 2017 amended a number of Acts, including both the Municipal Act and the Municipal Elections Act. Subsection 6 (1) was amended to change the beginning of terms of all offices from December 1 to November 15 in the year of a regular election, although a transitional rule applied with respect to the 2018 regular election. By holding the Inaugural Meeting on the last Wednesday in November allows for the lower tiers to hold their Inaugural meeting as well as appoint their second member Councillors.	Agreed
S.5	5.2 Election of Warden and	The election of the Warden and Deputy Warden shall be held each year at the	Note comments above regarding the change to the beginning	Agreed

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
	Deputy Warden	December November County Council meeting	of the terms of offices from December 1 to November 15. Section 233(1) of the Act mandates that if the term of office of an appointed head of council of an upper-tier municipality is one year, the council of the upper-tier municipality shall, in each year of its term, appoint the head of council at its first meeting. The November meeting would now become Councils first meeting of the year	
	5.3	Add a provision that the Warden and Deputy Warden cannot be from the same municipality	At the Committee's request, staff reached out to the EOWC municipalities in terms of their Council composition and any restrictions placed on who was eligible to be elected as Warden and Deputy Warden. None of the EOWC municipalities place restrictions on who can and cannot hold the office of Warden and Deputy Warden. However the County of Peterborough places the restriction that the Warden and Deputy Warden cannot be from the same municipality	The Committee felt that this was a restriction that should also be included in the PBLR for consideration by Council.
Electronic Participation				
	9 Electronic Participation 9.1	The following provisions be added to Section 9 a) While in-person participation shall remain the primary method of participation, there is an expectation that members of Council make every effort to attend meetings in person. Councillors are permitted to participate in a meeting remotely via electronic means, in the event: i) the County of Frontenac is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990. ii) Due to a significant weather event.	At the Committee's request, staff reached out to the EOWC municipalities in terms of what they are doing around electronic participation and any restrictions they place on this. This information was provided in a separate hand out for discussion	The Committees discussion wanted to ensure that it did not hinder seasonal residents from running for Council; however was adamant that every effort be made to attending meetings in person. In the absence of being in person, the congeniality gets missed. The Committee opted for a mix of what the County of Renfrew was doing, with the addition of parental leave, as well as restrictions by Hastings County about which

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<ul style="list-style-type: none"> iii) a member is ill, injured or on parental leave. iv) a member has been duly appointed to an external advisory board/committee and is attending a meeting or event hosted by that board/committee, should they be performing this role within Canada. b) Electronic participation will not be allowed at the Inaugural Session of Council or at subsequent yearly first meetings (November), at the first meeting of the year (November) or at a meeting where the yearly budget is being considered unless the municipality or part thereof is under a Declared Emergency, or where a vote of the majority of Council requires it. c) Members may participate electronically in meetings up to two (2) times per year. A member of Council may request permission from the Warden to participate electronically in additional meetings as a result of extenuating circumstances. d) A Member must give to the Clerk a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the Clerk as soon as possible, recognizing that due to constraints on staff, the member may be 		<p>meetings should be in person such as Inaugural, Budget and other meetings where the majority of Council required it. The Committee also opted to include the provisions of Haliburton that restrict a member to only being able to participate two times per year, with any additional participation being permitted only with permission of the Warden. Unlike Haliburton, the Committee and staff felt that the Clerk should not be responsible for providing such permission.</p> <p>Appreciating the geography of the County, weather conditions play a vital role, specifically more to those in the northern parts of the County.</p> <p>In terms of notifying the Clerk, although 48 hours' notice is preferred, the Committee realized that other circumstances beyond a members control such as flat tire or whether conditions may not allow a member to give 48 hours' notice so there needs to be some flexibility incorporated into this.</p>

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		admitted late to the meeting.		
	9.2 Technology and Live Stream	a) The technology used shall enable electronic participation of Members in decision-making and ensure the meeting can be open to the public, for example, but not limited to, telephone, video or audio conferencing. b) If connection for a member is lost or fails during the meeting and quorum maintained, any attempt to be reconnected will be at the call of the Chair. The Clerk will make noted in the minutes that the participant left the meeting at the time the connection was lost.		
S. 10	No Quorum at Beginning 10.2	Currently, if a quorum is not present at a scheduled Meeting fifteen (15) thirty (30) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting unless a special Meeting is called sooner. and The Clerk, shall record the names of the Members present	Although most local municipalities (lower and single tier) require quorum to be met within 15 minutes, larger municipalities (County of Lanark, County of Lennox & Addington, City of Ottawa) allow for 30 minutes, presumable given the vast geographic region and the time required to travel. In addition, staff are suggested that the by-law permit that should a meeting be cancelled, a special meeting could be called.	The Committee agreed that given the large geography of the County, a 30 minute leeway was more appropriate. Agreed
February 16, 2022 Procedural By-law Review Committee Meeting Items				
10.3	Loss of Quorum During Meeting	Currently states: If a quorum is lost during a Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting Suggesting to add 2 points here and change	The current wording mandates that once quorum is lost, the meeting must adjourn. It does not take into account that a member may leave the meeting for a brief time to take a break or to attend to an urgent matter. As such staff are recommending the section be split into the 2 scenarios, one when quorum is lost briefly and the second when quorum is	Committee agreed to the proposed change and opted to that a special meeting be called as opposed to forwarding unfinished business to the next regular Council meeting; however amended the “within 48 hours” to “as soon as possible”.

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		to ➤ If Quorum is lost during a Meeting, the Chair shall call a recess for a period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner. ➤ If there is no Quorum after fifteen (15) minutes, the Meeting shall stand adjourned and a special meeting be called as soon as possible to conclude the unfinished business. A confirmatory by-law for actions taken by Council up until the point when quorum was lost will be included on the agenda for the special meeting.	lost for the remainder of the meeting. Staff have consulted with a pier around the status of items already voted on and passed at a meeting before quorum was lost. As suspected, staff are not able to act on resolutions passed prior to council losing quorum valid and can staff act on those in the absence of a confirmatory by-law being passed. Council enacts a confirming by-law to confirm all the decisions made up until the point the by-law is introduced. This ensures that the County complies with the legal requirement under the Municipal Act that it act by by-law.	
10.4 and 10.5		Allows the Warden to cancel a meeting if it is known in advance of the meeting that quorum will not be present 10.5 requires 48 hours notice of rescheduled meeting if 10.4 takes affect Staff are suggesting this be removed	Not sure if this section is still relevant or required given that we now have electronic meeting provisions as well as the ability for a member to send his/her alternate if they are unable to attend. These 2 provisions were not available options when the current procedural by-law was adopted. Removal would assist in streamlining the by-law.	The Committee agreed with this recommendation. Although some thought other weather conditions could also affect power and the ability to connect virtually, quorum could still be achieved.

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>Add a new section to address Absence of Warden and Deputy Warden</p> <p>10.4 Absence of Warden In the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the Members to Order; and he/she shall preside until the arrival of the Warden.</p> <p>10.5 Absence of Warden and Deputy Warden In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from the Members present who shall preside over the meeting until the arrival of the Warden or Deputy Warden.</p>	<p>Currently this scenario is included under the Duties of the Warden. Staff are suggesting to removed it from there and place it more appropriately under quorum.</p>	<p>The Committee agreed with this recommendation</p>
<p>11 – Agenda 12 – Order of Business</p>		<p>Merge these into 1 section as they are belong together</p>	<p>These can be merge together under one Article titled “Order of Business – Agenda It makes is more it easier when adding sections given that both relate to each other</p>	<p>The Committee agreed with this recommendation</p>
		<p>Rename Section 11.2 to “Deadline for Submission of Agenda items” and add an additional subsection as follows:</p> <ul style="list-style-type: none"> ➤ The deadline for receipt of added materials to be included on the Addendum shall be 9:00 a.m. one (1) 	<p>By adding a cut off time for addendum items ensures that Council has sufficient time to review the material. Some members of Council have been vocal in the past that items added to the agenda after it is published does not give Councillors sufficient time read and understand all items being added to the agenda.</p>	<p>The Committee agreed that members require at least a full day to digest information that they would be expected to make a decision on. Staff advised that when consulting</p>

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		business day prior to the scheduled Meeting, subject to the discretion of the Warden	Some discussions points the Committee may wish to consider: <ul style="list-style-type: none"> ➤ Should there be different criteria for different items of business such as delegations who simply come to speak where there is no required prep work by Councillors ➤ Should there be some provisions for time sensitive matters that come to staffs attention at the last minute, i.e. can late additions be subject to the discretion of the Warden 	the Warden, a verbal overview of any time sensitive material would be provided so that the Warden is informed sufficiently to make a decision.
12.1 Order of Business		For consideration under Order of Business Add the following <ol style="list-style-type: none"> 1. Roll Call 2. Change Agenda to Approval of Addendum 3. Consent Reports from the Chief Administrative Officer Under a consent report, all items listed on the report are the subject of one motion. For example, it could include 5 reports but rather than moving each report under a separate motion, all reports are passed under 1 motion with no debate or discussion. Any member of Council may ask for any item(s) included in report be separated from that motion would then be considered and voted on separately.	12.1 Order of Business Roll Call Pursuant to section 238 of the Municipal Act, in order for Council meeting to be valid, quorum must be present. Prior to COVID, all meetings were in person with no provisions to participate electronically. As such, quorum was easily determined and visible to all those present. With the ability now for members to participate electronically, unless participating with video on, quorum is more difficult to determine. For example those with unreliable or weak internet often participate with video turned off, meaning that the members presence at the beginning of the meeting is assumed but not guaranteed. By requiring the Clerk to conduct a verbal roll call at the start of the meeting ensures quorum is present. Approval of Addendum We no longer place a motion on the Council agenda to approve the agenda as the Procedural By-law sets out how the agenda is determined; however any addendum does require approval, with a 2/3 vote. This was amended in 2015 by By-law 2015-0053 but changing this item to "Approval of the Addendum" provides better	The Committee supported the addition of Roll Call, changing "Agenda" to Approval of Addendum", and adding Consent Reports from the Chief Administrative Officer. The Committee opted to not support adding a spot for Announcements or Motions of Congratulations, Sympathy or Condolences as it was felt Councillors from those specific wards would reach out to individuals directly. It also did not support adding a section for Information Reports from Member of Council

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
			<p>clarity. CAO Consent Agenda Items that would be placed on the CAO consent report include, but are not limited to, matters where no discussion is anticipated, and matters that are considered routine in nature.</p> <p>Similar to Information Reports, this is meant to streamline the agenda and make the process somewhat more efficient.</p>	
<p>Section 13 – Council minutes 13.1 Minutes Content</p>	<p>The minutes of Council as taken by the Clerk, shall consist of a record of all proceedings taken in the Council and pursuant to the <i>Municipal Act, 2001 and any amendments thereto</i>, shall be without note or comment</p>	<p>Suggest deleting the current and replacing with</p> <p>The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:</p> <ul style="list-style-type: none"> a) The place, date and time of the meeting; b) The name of the presiding officer or officers and the record of the attendance of the Members. c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes. d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council. e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter, 	<p>The suggested replacement comes from suggestions contained in an AMCTO Procedural By-law workshop attended by the Clerk. It reinforces what should be contained in the minutes (and what is not contained)</p>	<p>The Committee supported this proposed change as it makes clear what should be included in the minutes and does not leave certain inclusions to the discretion on the Clerk.</p>

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		when the subject matter is brought up for debate. f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.		
	This is a new section to add the roles of both Council and staff which will be added to the By-law just ahead of Duties	<p style="text-align: center;">ROLES</p> <p>1. Council It is the role of Council to:</p> <ul style="list-style-type: none"> a) Represent the public and to consider the well-being and interest of the municipality; b) Develop and evaluate the policies and programs of the municipality; c) Determine which services the municipality provides; d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality; f) Maintain the financial integrity of the municipality; and g) Carry out the duties of council under the <i>Ontario Municipal Act</i> or any other act. 	<p>The Role of Council is defined under Section 224 of the Municipal Act.</p> <p>The role of the Head of Council or Warden is defined under Sections 225 and 226 of the Municipal Act.</p> <p>The role of the Chief Administrative Officer is defined under Section 229 of the Municipal Act</p> <p>The role of the Clerk is defined under Section 228 of the Municipal Act</p> <p>Although much of this information is also contained in the Council Staff Relations policy, including it in the Procedural By-law reinforces specific roles and ensures that staff time is being used efficiently by requiring that no one individual council member direct staff without Council authorization.</p> <p>It also now includes the specific roles that the CAO, Clerk and municipal staff play.</p> <p>This was a key piece contained in the AMCTO Procedural By-law workshop attended by the Clerk. It reinforces the role of Council and staff.</p>	<p>The Committee supported the addition of these roles and agreed that it should be clarified that no one member of Council is able to direct staff and that major matters and concerns should be through the CAO.</p> <p>It was also noted that the roles may change with any amendments to the Municipal Act and it should be noted that the Municipal Act be referenced as a foot note.</p>

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>Individual Authority – not provided No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council.</p> <p>Established Policies – Members – respect Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.</p> <p>Council – liaison with CAO Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.</p> <p>Information – by Staff – Members of Council Council Members may request clarification and information from Members of staff, at a meeting on routine matters, who have been assigned the responsibility of providing standard operating procedures.</p> <p>2 Head of Council [Warden] It is the role of the Head of Council to: a) Act as Chief Executive Officer (CEO) of the municipality;</p>		

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<ul style="list-style-type: none"> b) Preside over Council Meetings so that its business can be carried out efficiently and effectively; c) Provide leadership to the Council d) Provide information and recommendations to the Council with respect to the role of council as described in section 5.1 (d) and (e) above; (without limiting section (5.2(c)) e) Represent the municipality at official functions; f) Carry out the duties of the head of council under this or any other Act. g) Uphold and promote the purposes of the municipality h) Promote public involvement in the municipality's activities i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and j) Participate in and foster activities that enhance the economic social and environmental well-being of the municipality and its residents. <p>3 Chief Administrative Officer It is the role of the Chief Administrative Officer to:</p> <ul style="list-style-type: none"> a) Exercise general control and 		

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under his/her supervision; and</p> <p>b) Perform such other duties as assigned by the municipality.</p> <p>4 Clerk It is the role of the Clerk to:</p> <p>a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;</p> <p>b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;</p> <p>c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council'</p> <p>d) Perform the other duties required under the <i>Ontario Municipal Act</i>, the <i>Municipal Elections Act</i>, and any other Act and</p> <p>e) Perform such duties as are assigned by the municipality</p> <p>Delegation – by Clerk The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk’s powers and duties</p>		

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		<p>under this and any other Act.</p> <p>a) Despite the delegation, the Clerk may continue to exercise the delegated powers and duties.</p> <p>5 Municipal Administration – Officers – Employees It is the role of municipal administration to:</p> <p>a) Implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions;</p> <p>b) Undertake research and provide advice to Council on the policies and programs of the municipality; and</p> <p>c) Carry out other duties required under this or any Act and other duties assigned by the municipality.</p>		
14 – Duties of Warden		<p>The current duties listed are found in sections 225 and 226.1 of the Municipal Act.</p> <p>The Committee may wish to review and consider if it would like to add any additional duties.</p>		The Committee had no additional comments on the current duties listed in the By-law

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
14.5 – Absence of the Warden and Deputy Warden		Move this under Quorum	This fits more under the Quorum provisions	The Committee supported this move earlier in the meeting.
14.6 Voting	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required	Staff are suggesting this be removed	Staff could find no provision in the Municipal Act that provides the Head of Council with the discretion to vote, and failure to vote is considered a no vote pursuant to section 246(2) of the Act.	The Committee supported the removal of this provision although it was noted that quite often the Head of Council opts not to vote. This would only become an issue if there is no clear consensus on the result of calling a question, where the Warden may be required to break a tie vote.
16 Duties of Members, 16.1		Move to proposed new section Roles	This currently outlines the Roles of Members of Council and staff are suggesting a new section titled Roles (see above)	The Committee agreed to the removal of this from Duties and add it under the new section for Roles.
		Add the following new sections under the duties of members of Council Preparation of Members to Council Meetings Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of	Again this was a key piece contained in the AMCTO Procedural By-law workshop attended by the Clerk. It ensures members come to Council prepared and leaves an open door to seek clarification from staff prior to a meeting. In terms of Report – Requests this ensure that no one Councillor is usurping staff time and deflecting them from their workplan by ensuring that there is a will of Council for specific reports or information that one Councillor may want.	Although there are no provisions in the By-law to allow the Warden to enforce this, the Committee agreed that the expectation that members come to meetings prepared should be laid out in the by-law. The Committee also agreed and confirmed that no one member of

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		<p>action at the meeting. Whenever possible, the Members(s) shall make inquiries to Management regarding materials supplied in advance of the meeting</p> <p>Reports - Requests All requests for substantive reports shall be by Council resolution, which shall identify the appropriate Department or Manager and objectives of the report.</p> <p>Interference – directed to administration No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the Chief Administrator</p>		Council has the authority to direct staff or interfere with their work and that any requests for substantive reports should be at the direction of Council. This ensures that staff’s workplans are not interrupted.
16.2		Move to a new Section titled Conduct During Meetings	This deals more with conduct than duties and applies to administration staff as well.	The Committee agreed that a new section be included around Conduct During Meetings.
February 23, 2022				
S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
	New Section	<p>Conduct During Meetings</p> <p>➤ Dress Code – Council Meetings – Public Meetings</p> <p>All Members of Council shall are expected wear proper business attire (ties optional) during regularly scheduled, special and In-</p>	<p>During the previous meeting of the Committee, the Committee agreed to change 16.2 – Prohibitions to Conduct During Meetings and move the current prohibitions to that section.</p> <p>Most of the prohibitions listed were contained in the Conduct</p>	The Committee supported adding to this section Dress Code – Council Meetings – Public Meetings however changed the wording from “shall” to “are expected to”, Dress Code – Committee of the Whole,

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		<p>Camera meetings, although exceptions may be made during extenuating circumstances.</p> <p>➤ Dress Code – Committee of the Whole During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a “Business casual” attire, which shall mean clothing that is less formal than the regular Business Attire.</p> <p>➤ Head Dressing During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, are strictly forbidden by any Members of the Council, Administration or Members of the General Public.</p> <p>Code of Ethic – Confidentiality</p> <p>1 Executive (In-Camera) subjects – public interest Upon completion of any “In-Camera” council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 4.10; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits.</p> <p>2 Council Response – In-Camera enquiries The response of Council Members to</p>	<p>During Meetings section of the AMCTO Procedural By-law Workshop attended by the Clerk however there were additional ones listed which the Committee may wish to consider adding such as Dress Code and Head Dressing. Please note that Head Dressing does not prohibit religious head dress</p> <p>The workshop also recommend very constringent criteria around closed meetings, and specifically, if members contravene closed meeting requirements. The current by-law provides for the following in terms of closed meetings</p> <p>“No Member shall, where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting”</p>	<p>Head Dressing and Code of Ethic” with some minor amendments to allow for extenuating circumstances.</p> <p>The Committee also felt that under the Code of Ethic, Member not permitted to vote, it was felt that Council should have the discretion to ask the member to excuse themselves.</p> <p>The Committee opted to remove the clause on Members expressing personal positions.</p>

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		<p>enquiries about any matter dealt with during an “In-Camera” closed meeting, prior to it being reported publicly, shall be “This matter is still under advisement” “no comment”, or words to that effect.</p> <p>a) Violation of regulation Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.</p> <p>b) Exclusion – closed meetings The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded from any closed meeting by a two-thirds vote. The results of Council’s deliberation shall be reported out publicly.</p> <p>c) Separate Resolution – per Member If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a</p>		

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		<p>separate resolution of Council with respect to each affected Members is to be considered.</p> <p>d) Member not permitted to vote Notwithstanding Section 7.10.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion and may be asked to excuse themselves from the vote, at the discretion of Council.</p> <p>e) Release of Information The release of any information about matters dealt with by Council at a closed meeting shall be by the Warden or her/his delegate only upon direction of the majority of Council.</p> <p>f) Members – expressing personal position Notwithstanding Section 2 (b), unless council by vote determines otherwise, upon the public disclosure of any report discussed at an “In-Camera” meeting, (closed to the public), any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of municipal administration.</p>		

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		<p>g) No public release – documents Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.</p> <p>h) Obligation – confidentiality It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.</p>		
		Deputations		
18.7	Number of Deputations	A maximum of two (2) deputations may address Council per Meeting, excluding the County's External Boards and funded agencies.	<p>Currently this section of the By-law limits the number of deputations at a meeting to 2; however External Boards are typically listed under Deputations and come twice a year to provide overviews to Council, specifically at the September meeting to provide their budget overviews for the following year, and during Council orientation to provide overviews of the services provided on behalf of the County. There are currently 6 External agencies that present to Council during these times.</p> <p>Staff are suggested some wording changes that would exclude the County's External Boards and funded agencies</p>	Agreed
19		Rules of Debate		
19.6		No Member shall speak more than twice to the same question without Council's permission, except that a reply shall be permitted only from a Member who has presented the main motion the presenter on		The Committee recommended to change the wording for greater clarity.

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		the motion may respond to questions .		
19.11		Add another sentence "If challenged, the Deputy Warden will take the Chair		The Committee recommended to include wording that if the ruling of the Warden is challenge, that he/she should step down from the chair for the vote.
20.11	Motions Considered to be read	<p>Motions contained in the published agenda will only be read if requested by a member of Council or under the following conditions:</p> <ul style="list-style-type: none"> a) A member requests a recorded vote on the motion b) Where an amendment to a main motion is made, both the amendment, and the motion as amended <p>Any member of Council may request that a motion be summarized by its author. Motions not contained in the published agenda shall be read.</p>	<p>Does the Committee still support this. Things to be considered when looking at this Transparency In terms of transparency, the changes brought down by the province over the past 10 years to the Municipal Act, first with Bill 130 that recognized municipalities as legitimate levels of government by expanding and providing broad powers of municipalities; then with Bill 8 that expanded the jurisdiction of the Ombudsman giving oversight over municipalities, and most recently through Bill 68, have mandated provisions to ensure local municipalities are being open, accountable and transparent. Municipal Councils make key decisions that affect their residents and as a result, owe a level of transparency to the public. Council would want to satisfy itself that eliminating the reading of motions will not potentially reduce the County being accountable transparent in its decision making process.</p> <p>Accessibility In 2012, the County of Frontenac's meeting management processes became paperless with the installation and use of iCompass Meeting Management technologies. As a result, the County does not provide hard copies of an agenda at its meetings. The agenda however is projected on a large screen at the head of the Council horseshoe so that all those in attendance, including the public, are able to view and</p>	The Committee opted to continue with the practice of not reading motions

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			follow along with the meeting. Council would want to satisfy itself that eliminating the reading of motions will not create a barrier for persons with visual disabilities from being able to understand or follow along with what is being considered by Council. Council would also want to satisfy itself that, as required by the Accessibility for Persons with Disabilities Act, it is able to provide persons with visual disabilities alternate formats if motions are no longer read. Currently, the Electronic meeting provisions require that motions are read as this decision of Council was made when Council met in person and the agenda was displayed in the room.	
21.6	Defer (postpone to a certain time)	Remove the word Defer and have this Postpone	Roberts Rules of Order discourages the word defer	Agreed
21.11	Reconsideration of matters returned to the municipality by LPAT	Delete this provision	LPAT, or the Local Planning Administrative Tribunal, when it came into being, had the ability to send decisions made by Council back to Council. LPAT has since been replaced by the Ontario Land Tribunal and this provision no longer is applicable.	Agreed
22	Notices of Motion	Merge this into the section on Motions And add the following The Clerk shall place notices of Motion on the Agenda in the order in which they are received.	This will keep all motions together under 1 section. Staff are not recommending any wording changes but are recommending the one addition which ensure that motions are placed on the agenda in the order received.	Agreed

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23		Voting		
23.3	number of votes	<p>Subject to the exception under Section 5,8 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes.</p> <p>If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.</p> <p>If the Mayor of South Frontenac is absent at a Meeting and requests the alternate for South Frontenac attend on his/her behalf, the alternate member shall only have 1 vote.</p>	This takes into account now that alternates can be sent if a member is unable to attend.	Agreed
23.5	Voting Method	<p>A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.</p> <p>Add an additional point During virtual meetings, the Warden may have the discretion to call a vote by asking all those opposed to the motion</p>	This has been the practice during the County's virtual meetings, mainly due to the unstable internet that can delay response time.	Agreed
23.13	Recorded Vote	<p>Should a Recorded Vote be requested by a Member, the Clerk shall poll the Members as follows: (a) voting shall begin with the Member who requested the Recorded Vote and shall continue alphabetically until the vote is completed;</p>	<p>At the previous meeting, the Committee discussed recorded votes and felt that changes should be made to have the recorded vote begin with the member who requested the recorded vote.</p> <p>Some additional items have also been added to show that the recorded vote appears in the minutes and to combine the</p>	Agreed

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		(b) each Member present, except a Member who is disqualified from voting in accordance with Subsection 23.2, shall announce their vote openly; (c) the Clerk shall announce the result of the Recorded Vote; and (d) the names of those Members who voted for and those who voted against the Motion shall be entered in the minutes.	following 23.14 with 23.13 as currently they have their own sections and should be housed together.	
24	Public Question Period	Is this still required Remove		The Committee agreed to remove this from the agenda.
26.8	By-laws Authorization	Every by-law once passed shall be numbered with a progressive number in the following form: four digits for the year, dash, four digits for the by-law number, (e.g. By-law No. 2010-0001 shall be the first by-law number in the year 2010), dated, duly signed by the Warden and Clerk and the Clerk shall affix the seal of the Corporation thereto. Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose	The proposed language changes is less prescriptive on by-law numbering. On average, the County passes between 40 and 50 By-laws per year so a 4 digit number isn't really required Staff propose in 2023 starting with a 4 digit year followed simply by the sequential number.	Agreed
27		Committees		

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27.6	Term of Appointment	Amend this to November 14 of an election year	This reflects the amendments made to the Municipal Elections Act as the new term of Council starts November 15 th as opposed to previously being December 1 st .	Agreed
New Section		<p>Suggested to add a new section as follows:</p> <p>Absenteeism</p> <p>a) If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the Clerk.</p> <p>b) The Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation.</p> <p>c) Upon confirmation that the member will no longer be serving on the Committee, the Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required, or the member will be removed from the Committee.</p>	Currently there is no provision in the by-law for when a Committee member misses 3 or more meetings. Under the Municipal Act, if a member of Council misses 3 consecutive months, their seat is declared vacant. This amendment would make the same rules apply to Committee members, although a bit more lenient as committees only meet every second month. A members continual absence has the ability to affect quorum.	Agreed
27.9	Warden's Membership on Committees	The Warden shall be an Ex-officio Member of all Committees and Task Forces and shall be counted for Quorum purposes and entitled to vote at such meetings	This additional wording confirms that the Warden can count as Quorum. Should staff be aware that a Committee meeting may be in jeopardy of not obtaining quorum, they may reach out to the Warden to attend.	Agreed

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27.10	Clerk Shall be Secretary	<p>The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes.</p> <p>The minutes shall reflect that the Minutes are no verbatim.</p>	This was a previous suggestion by the Committee that the minutes clearly note they are not verbatim.	Agreed
New Section		<p>Suggested to add a new section as follows:</p> <p>Recommendations Lost or Deferred at Committee Meetings</p> <p>(a) Report Recommendations rejected by any Committee must be reported to Council with a “negative recommendation”, allowing Council the opportunity to discuss the item.</p> <p>(b) Motions that result in a tied vote at a Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss and make a decision.</p> <p>(c) Report Recommendations receiving no mover or no seconder by any Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss the item</p>	Currently the Procedural By-law is silent on recommendations not being supported by a Committee. Given that Committees only act in an advisory capacity, it is Councils final decision regarding staff reports and recommendations as their workplans and business plans are directed by Council.	Agreed
		<p>Suggested adding new section as follows:</p> <p>Public Participation at Committee Meetings</p> <p>At Committee meetings that are open to the public, following the introduction of an</p>	This additional section allows public participation at the Committee level. Committee meetings are much less formal than Council and their purpose is to seek public input and public representation.	The Committee was hesitant to allow the public an open forum to speak at meetings as they may lead to some members of the public may become disruptive to the meeting. There was consensus to allow the

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		<p>agenda item and once a motion has been introduced, members of the committee may speak to the motion first. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions but may not participate in the debate. Prior to calling the question the Chair has discretion to give the public another opportunity to speak.</p>		<p>public to speak but some structure is need The Committee's suggested amendments are noted in red. Agreed to with amendments</p>
27.22	Additional Agenda Items	<p>Change from Any matter, which is within the Committee's mandate and which is not on the Committee agenda or does not relate to a matter on the agenda, may be considered by the Committee if it agrees to add the matter to the agenda through a majority vote. To In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.</p>	<p>Any matter being discussed by the Committee should require first to give public notice. If the matter is minor it may meet the provisions of Other Business but it should be clear that substantive items require public notice.</p>	Agreed
27.28	Reconsideration of matters returned to the municipality by LPAT	Delete this provision	<p>LPAT, or the Local Planning Administrative Tribunal, when it came into being, had the ability to send decisions made by Council back to Council. LPAT has since been replaced by the Ontario Land Tribunal and this provision no longer is applicable.</p>	Agreed

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