




Procedural By-law Review Committee Meeting
Wednesday, November 24, 2021 – 9:00 a.m.
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/hvE42vVMOt8>

AGENDA

Page

1. **Call to Order**
2. **Adoption of the Agenda**
 - a) **That** the agenda for the November 24, 2021 meeting of the Procedural By-law Review Committee be adopted.
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of Minutes**
 - a) Minutes of Meeting held October 27, 2021
That the minutes of the Procedural By-law Review Committee meeting held October 27, 2021 be adopted.
5. **Deputations and/or Presentations**
6. **Reports to the Procedural By-law Review Committee**
 - a) **2021-110**
Procedural Review By-law Committee
Follow Up/Background Information Regarding Eligibility of
Warden/Deputy Warden and Electronic Participation in Council and
Committee Meetings
 - b) **Round Table Discussion**

Committee members to continue discussing the themes within procedural by-law. A chart identifying the next 2 sections is attached (PBLRC-M-1-2021)
 - c) **Procedural By-law Review Options and Considerations**
7. **Communications**

3 - 6

7 - 19

20 - 27

28 - 39

8. Other Business

9. Next Meeting

- a) The next meeting of the Procedural By-law Review Committee is scheduled for Wednesday, December 22, 2021 at 9 a.m.

10. Adjournment



**Minutes of the Procedural By-law Review Committee Meeting
October 27, 2021**

<https://youtu.be/2lomOu870K0>

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, October 27, 2021 at 9:00 a.m.

Present in person:

Councillor Bill MacDonald, Vice Chair
Councillor Gerry Martin
Councillor Bruce Higgs

Absent:

Councillor Alan Reville, Chair

Staff present in person:

Jannette Amini, Manager of Legislative Services/Clerk
Kelly Pender, Chief Administrative Officer
Angelique Cardinal, Executive Assistant (Recording Secretary)

1. Call to Order

In the absence of the Chair, the Vice Chair called the meeting to order at 9:00 a.m.

2. Adoption of the Agenda

Moved By: Councillor Higgs
Seconded By: Councillor Martin

That the agenda for the October 27 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 September 22, 2021

Moved By: Councillor Martin
Seconded By: Councillor Higgs

That the minutes of the Procedural By-law Review Committee meeting held September 22, 2021 be adopted.

Carried

5. Deputations and/or Presentations

6. Items for Consideration

**a) Manager of Legislative Services/Clerk
Proposed Amendments Sections 1 – 10**

The discussion on Charts Amendment provided by the Clerk followed a roundtable format. The members worked through the proposed amendments contained in the documents. A summary of the discussion points and suggestions is provided below:

New Section 1 to include Short Title

The Committee supported this change.

Section 1.3 – Definitions

- The Committee supported the addition of the definitions found in the Chart provided by the Clerk
- It was recommended to update definition (hh) “Present” to mean “in attendance at a meeting either in person or through virtual format”.
- 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

- The Committee supported the amendments proposed by staff
- It was recommended that in terms of section 2.4, that this will be amended to reflect that the County uses the latest edition of Roberts Rules of Order, as opposed to 11th Edition. This will save having to update the Procedural By-law each time a new edition is published.

Section 3 – Locations, Meeting Times and Notice of Regular Meetings of Council

- The Committee supported the staff recommendation to have this section incorporated into Section 6 which will help streamline the By-law.

Section 4 – Membership on Council

- The Committee supported the staff recommendation to clarify the administering of the Declarations of Office for regular inaugural Council meetings and the Inaugural meeting of the new Council.
- 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.

Section 5 – Election of Warden and Deputy Warden

- 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 Section 5.3 be amended to allow that all Members of County Council are eligible to hold the office of Warden and Deputy Warden.
- 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.

Section 6 – Meetings of Council

- The Committee supported the staff recommendation to have Section 6 incorporate all meetings of Council, including Inaugural, Regular, Committee of the Whole, Special and Joint Council meetings.
- The Committee supported the staff recommendation to delete Emergency Meetings as this is covered under Special Meetings.

New Section 7 – Closed Meetings of Council

- The Committee supported the staff recommendation that Closed Council meetings have its own section.
- 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 staff that should a meeting be running late, that it adjourn and carry on at the end of the meeting is the best option.

7. Communications

8. Other Business

9. Next Meeting

The next meeting of the Procedural By-law Review Committee is scheduled for Wednesday, November 24, 2021 at 9:00 a.m.

10. Adjournment

Moved By: Councillor Higgs

Seconded By: Councillor Martin

That the meeting hereby adjourn at 12:03 p.m.

Carried



Report 2021-110

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: November 24, 2021
Re: Procedural Review By-law Committee – Follow Up/Background Information Regarding Eligibility of Warden/Deputy Warden and Electronic Participation in Council and Committee Meetings

Recommendation

This report is for information purposes only.

Background

The Procedural By-law Review Committee, at its meeting held on October 27, 2021, began its discussion and consideration of a number of themes, topics, and provisions in the current Procedural By-law.

The Committee's discussion and review of the Procedural By-law closed with the consideration of Section 8 – "Emergency Meetings of Council". Based on the discussions and comments made at the Committee's last meeting, staff have produced an Options and Considerations chart (attached to the agenda as a separate item) which will be updated regularly after each meeting.

During the discussion at its previous meeting, the Committee requested that staff provide additional information related to the eligibility to stand for election as Warden or Deputy Warden, specifically to reach out to the Eastern Ontario Wardens Caucus (EOWC) group for each upper-tier's Council composition and who is eligible to run as Warden and Deputy Warden.

In addition, and in anticipation of the Committee's discussion and deliberations around electronic participation at meetings, staff committed to reaching out to the EOWC group to see what other upper-tiers were doing in terms of setting criteria around electronic meetings outside of those permitted under the new amendments made to the Municipal Act.

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

Comments

Eligibility for Warden

Staff reached out to the EOWC Clerk’s group following the October 27th meeting as requested. The below chart is a synopsis of the two themes the Committee had requested, those being the Council composition of the municipality and who is eligible to be elected as Warden and Deputy Warden.

Municipality	Council Composition	Any Restrictions
United Counties of Leeds and Grenville	10 members being the Mayors of the lower tiers	No – all County Council members are eligible to run for the position of Warden.
Lennox & Addington	8 members being the head of Council and Deputy from each of the 4 lower-tier municipalities	No – all County Council members are eligible to run for the position of Warden.
Prince Edward County	Council is elected at large, not appointed from lower tiers	Mayor is elected at large during the municipal elections
County of Renfrew	17 members being the Mayor or Reeve of each of the lower tiers	No – all County Council members are eligible to run for the position of Warden.
County of Prescott Russell	8 members being the Mayors of the lower tiers	No – all County Council members are eligible to run for the position of Warden.
SDG Counties	12 members being the Mayors and Deputy Mayors of its six lower tiers	No – all County Council members are eligible to run for the position of Warden.
Hastings County	14 members being the local Head of each lower tier	No – all County Council members are eligible to run for the position of Warden.
Northumberland County	7 members being the Mayors of the lower tiers	No – all County Council members are eligible to run for the position of Warden.
Lanark County	16 members being composed of two (2) representatives from each of the lower tiers. (Mayor/Reeve and Deputy	No – all County Council members are eligible to run for the position of Warden.

	Mayor/Reeve)	
Peterborough County	16 members either Mayor/Reeve or Deputy Mayor/Deputy Reeve from each of the eight lower tier municipalities.	No – all County Council members are eligible to run for the position of Warden. Note: The Warden and Deputy Warden cannot be from the same municipality (implemented in 2021)
Haliburton County	8 members being the Mayors and Deputy Mayors of its 4 lower tiers	No – all County Council members are eligible to run for the position of Warden.

As noted in the above chart, none of the EOWC municipalities place restrictions on who can and cannot hold the office of Warden and Deputy Warden. One interesting criteria came from the County of Peterborough that the Committee may wish to consider is that the Warden and Deputy Warden cannot be from the same municipality.

Electronic Participation

At the October 27th meeting of the Committee, staff had recommended that Section 9 of the Procedural By-law be considered at the next meeting given that any discussions would likely consume an entire meeting. Staff did commit to the Committee that it would reach out to the EOWC group to see if and how those municipalities had addressed electronic meetings outside of a declared emergency; if their respective Councils placed any criteria around when a member may participate electronically and if so, is there a timeline of when a member of Council (or Committee) would need to notify the Clerk.

Staff also explored any provisions around the loss of livestream during a meeting and reviewed excerpts from the other Procedural By-laws to have a clearer understanding of what other municipalities are doing or have done to date. Responses not only included provisions for loss of livestream, but also loss of connectivity by a member[s].

The below chart is a synopsis of these two themes.

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
Prescott Russell	Yes	For medical reasons, illness or in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies	Yes – 48 hours notice to the Clerk to ensure proper technology is enabled to make electronic participation possible.	Remote participation via electronic means (e.g. video or audio teleconference)	Not at this time
SDG Counties	Yes	a) In the event of an emergency being declared by the Premier, Cabinet, or the Head of Council under the <i>Emergency Management and Civil Protection Act</i> . b) As determined by the Warden, in consultation with the CAO and Clerk, that an electronic meeting of the full Council is necessary or is an efficient means for the completion of County business. c) For individual members of Council, as determined on a case by case basis by the Warden, for valid reasons, including illness or an emergency situation.	The Council member must notify the Clerk of his/her virtual attendance at the meeting at least 48 hours prior to the meeting taking place.		Not at this time
Prince Edward County	No	No restrictions and it is left to each individual Councillors discretion of whether to attend in person or electronically.	Yes – but not very clear. Only states “Advance notice of electronic participation shall be required to the		Not at this time

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
			CAO and Clerk, or designate to configure the best means of electronic participation, when applicable”		
Kawartha Lakes	No	City Council, Local Board or Committee members may participate in an open or closed session by electronic participation and be counted for the purpose of establishing quorum	No		In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s).
County of Renfrew	Yes	Councillors are permitted to participate in a meeting remotely via electronic video conferencing means in the event:	Yes - Any Councillor intending to participate electronically in a meeting shall notify the		In the event of an interruption in connectivity for a member that is

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
		<ul style="list-style-type: none"> i) the County of Renfrew is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990. ii) if a significant weather event (across the entire County of Renfrew or within its local municipalities) has been declared. iii) a member is ill or injured. iv) a member has been duly appointed to an external advisory role such as AMO, ROMA, FCM or EORN, etc. should they be performing this role within Canada. 	Clerk and/or Deputy Clerk by email prior to the meeting. – again very unclear		<p>participating electronically, the meeting will resume without the participant and their absence will be noted in the minutes.</p> <p>A member shall inform the presiding officer and the clerk should they turn off their video, but continue to be present. Otherwise, they will be identified as absent.</p>
Peter-borough County	No	Members of Council, local boards and committees may participate electronically in open and closed regular and special meetings, may be counted for purposes of quorum and shall be permitted to vote	Procedural By-law is silent on this	Includes telephone, video, audio or audio-visual conferencing, or other interactive methods whereby meeting participants are able to hear and be heard by all participants.	Not at this time

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
United Counties of Leeds & Grenville	Yes	While in-person participation shall remain the primary method of participation by members, electronic participation is available to members who deem it necessary due to illness, isolation or other constraints.	Yes - Members shall notify the County Clerk of their intent to participate electronically as soon as possible or no later than 12 hours before the scheduled start of the meeting in order for electronic participation preparations to be made.	Telephone, video or audio conferencing or other interactive methods whereby meeting participants are able to hear and be heard by all participants.	Not at this time
Lennox & Addington	yes	A member of Council, or of a Committee can participate electronically in a meeting regarding emergencies and matters critical to community welfare Note Lennox & Addington Council has not updated its electronic meeting provisions since March 2020, so it only includes for a declared emergency	Yes – Advance notice to the Clerk or designate of electronic participation shall be required to ensure the best means of electronic participation, when applicable	Telephone, video or audioconferencing or other interactive method whereby Member(s) participating by electronic means are able to hear other Members, staff and the public;	Not at this time
Hastings	Yes	Electronic participation will not be allowed at the Inaugural Session of Council or at a meeting where the yearly budget is being considered unless the	Yes – 24 hours' notice to the Clerk's Office	Procedural By-law is silent on this.	If connection is lost or fails during a meeting, there will not be an attempt made

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
		municipality or part thereof is under a Declared Emergency.			to reconnect until the matter under consideration is completed. The Clerk will make note in the minutes that the participant left the meeting at the time the connection was lost. Should a member's connection fail for a second time the member will be deemed to have left the meeting for its entirety.
Northumberland County	Yes	Only when located within Canada	No	Staff determine the means of electronic communication for use by member	In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 15 minutes until it is determined whether the link can be re-established. If

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
					communications are not re-established, the meeting will resume without the electronic participant(s), provided there is quorum.
Lanark County					
Haliburton County	Yes	<p>Mandates that every effort be made by members of Council to attend meetings in person.</p> <p>Electronic participation permitted in the following circumstances:</p> <ul style="list-style-type: none"> ➤ during a declared state of emergency in accordance with the Emergency and Civil Protection Act; ➤ a natural weather event; ➤ health and safety reasons including a pandemic; and ➤ restrictions or guidelines as set out by the Province of Ontario or the local Health Unit. ➤ Members may participate electronically in meetings up to three 	Yes – Members must notify the Clerk 24 hours prior to the meeting of their intent to participate electronically unless extraordinary circumstances apply	Teleconference, video conferencing or other means as deemed appropriate in the circumstances	In the event of technical failure during a meeting, affecting all members of Council, or quorum, the members may take a recess of not more than thirty (30) minutes to allow staff to reinstate electronic participation. If all or a quorum of Council can no longer participate by electronic means, it will not affect the

Municipal.	Restr Yes/ No	Criteria	Is Notice required	Type of Electronic Participation	Addressing loss of livestream/loss of connectivity by a member
		times per year. A member of council may request permission from the Warden and the Clerk to participate electronically in additional meetings as a result of extenuating circumstances.			validity of prior decisions made and the meeting shall be considered adjourned

In March of 2020 through Bill 187 amendments were made to the *Municipal Act* in response to the global pandemic to permit those participating electronically to be counted in determining quorum during any period where an emergency has been declared to exist under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act. The County of Frontenac responded to this new provision at its special meeting held April 8th by approving amendments to the County's Procedural By-law that saw the inclusion of a new Section 9 as follows:

Procedure Applicable in Declared Emergencies (Amended by By-law 2020-0019 passed April 8, 2020)		
Application and Paramourncy	9.1	The following provisions of this section 9 apply only during an Emergency Period, and in the event of any inconsistency between them and any other provision in this By-law the provisions of this section 9 shall prevail
Full Participation by Electronic Means During Emergency Period	9.2	During any Emergency Period: <ul style="list-style-type: none"> a) any member of Council may participate in any meeting of Council or Committee of the Whole through Electronic Means, including any meeting or part thereof that is closed to the public; b) any member of a Committee may participate in any meeting of that Committee through Electronic Means, including any meeting or part thereof that is closed to the public; and c) any individual participating in such a meeting through Electronic Means shall be counted in determining whether or not a quorum is present at that meeting
Clerk authorized to establish Electronic Means for participation	9.3	The Clerk shall be authorized, in consultations with the Warden (or Chair) to determine the appropriate technology to provide for Electronic Means of participation in Meeting, provided that it allows for the following to occur simultaneously: <ul style="list-style-type: none"> a) each participant may hear any person authorized to speak, b) each participant entitled to speak may indicate to the Chair that they desire to speak, and c) provides for public access as set out in Section 9.4, if necessary.
Open Meetings	9.4	At the discretion of the Clerk, Meetings where Electronic Means are provided may not be physically opened for the public to attend. If the meeting is not physically opened to the public, the Clerk shall ensure that members of the public have a reasonable opportunity to hear all proceedings of the Meeting through Electronic Means, except for those parts of the Meeting that are closed to the public.
Voting	9.5	The Warden (or Chair) may, with the consent of the Meeting, enact such rules as may be necessary to provide for the conduct of voting in a meeting held in whole or part through Electronic Means, including the adoption of motions on unanimous consent, which rules shall supersede the rules on

		voting set out in section 22 of this By-law.
Recorded Vote	9.6	All votes taken during meetings held under Section 9 where the Electronic Means includes teleconference, votes shall be done through a recorded vote pursuant to procedures set out in Section 22.13
Warden to act as Chair	9.7	Despite Section 15.1, when a Council meeting is convened under Section 9, the Warden will act as Chair During Committee of the Whole
Motions to be read	9.8	Despite Section 20.11, all motions will be read during meetings held under Section 9
Continuation of Electronic Participation	9.9	Section 9 shall continue to apply for the period ending one year following the termination of the latter of the COVID-19 emergency declaration under section 4 of the Emergency Management and Civil Protection Act and the COVID-19 emergency declaration under section 7.0.1 of the Emergency Management and Civil Protection Act. (Amended by By-law 2020-0037 passed September 16, 2020)

In July 2020, Bill 197 was passed that provided municipalities with the ability to make these provisions a permanent option. As a result, and through [Report 2020-080](#), Section 9.9 was added to the Procedural By-law to extend the rules temporarily for one year once the declared emergency had ended, to allow Council to more carefully evaluate the constraints of remote meetings before deciding on permanent measures. The report also noted that reviewing electronic participation after one year would allow Council to consider whether some limitations or conditions should be placed on electronic participation if made permanent such as:

- Medical absences
- Parental leave
- Travel on official County business
- The number of times a member may participate electronically
- Weather conditions

As noted in the above chart, 8 of the 12 EOWC municipalities place restrictions on when a member of Council or Committee may participate in a meeting electronically; however those restrictions vary from municipality to municipality. It should be noted that 2 municipalities, those being the County of Lennox and Addington and the County of Lanark have not yet updated or considered electronic participation since it was first permitted in March of 2020.

Loss of Livestreaming

In response to the Ontario Ombudsman’s findings regarding livestreaming of virtual Council meetings at all times, Council tasked the Procedural By-law Review Committee with ensuring that provisions are made in the Procedural By-law to address the findings made by the Ombudsman, which may include addressing the following:

1. Technological issues such as when livestreaming goes down during an open meeting;

2. Monitoring of live broadcasts to ensure transmission quality to allow meetings to be paused if issues arise;
3. Provide telephone conferencing or other alternatives for members of the public who are unable to watch a livestream.

At present, there are 2 staff members who set up, run, and monitor the Council and Committee Zoom meetings, including having the livestream running on a separate monitor at their work stations during the meeting to monitor the livestream itself. In addition, the Clerk has a laptop at the meeting with the livestream up and running. Should the livestream be broken, the Clerk would advise Council/Committee and the meeting would require to be recessed until such time that the livestream is back up. To this point, the Committee may wish to consider placing provisions into the by-law regarding:

- Length of time the meeting should be recessed in order to get the livestream back up
- At what point the meeting should be adjourned and re-scheduled to a special meeting in order to conclude Council/Committee business, should staff be unable to get the livestream back up and running.
- Given that any recommendations coming from Committees are still required to go to Council for approval, should a Committee meeting that loses livestream be re-schedule or should provisions be placed into the by-law that any reports go directly to Council, noting on the Council agenda that due to loss of livestream and subsequent early adjournment, the following reports have by-passed the Committee

Staff would note that any of the above criteria regarding loss of livestream would only need to be applied during times (such as the current declared emergency and the need for physical distancing) when the public is not permitted to attend Council or Committee meetings in person. Once the current restrictions are eased and/or lifted and the public is once again able to attend meetings in person, the livestream would be discretionary and only act as complimentary to the County's current openness and transparency objectives. The Committee may wish to consider however, when an individual member of Council/Committee loses connectivity.

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

EOWC Clerk's Group



Office of the Clerk

Memo

PBLRC – M 1-2021

To: Procedural By-law Review Committee

From: Jannette Amini, Manager of Legislative Services/Clerk

Date: November 24, 2021

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.

There are 2 items proposed for review at this meeting:

- Section 9 – Electronic Meeting Provisions
- Section 10 – Quorum of Council

Also attached to this memorandum is an excerpt of the current Procedural By-law (Appendix II) which outlines both sections 9 and 10. This excerpt is intended to assist in the discussion related to these section topics. A report has also been prepared as a separate agenda item [Report 2021-110] to assist the Committee around its discussions on Sections 9.

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
<p>New S. 6.1</p>	<p>Inaugural Meeting</p>	<p>The Inaugural Meeting of the new Council shall be held on the third last Wednesday of December November at 9:30 a.m.</p>	<p>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.</p> <p>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.</p> <p>By holding the Inaugural Meeting on the last Wednesday in December allows for the lower tiers to hold their Inaugural meeting as well as appoint their second member Councillors.</p>	
<p>S.5</p>	<p>5.2 Election of Warden and Deputy Warden</p>	<p>The election of the Warden and Deputy Warden shall be held each year at the December November County Council meeting</p>	<p>Note comments above regarding the change to the beginning of the terms of offices from December 1 to November 15.</p> <p>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</p>	

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
S. 9	Procedure Applicable in Declared Emergency	For the Committees discussion. Comparison sheet of other EOWC municipalities distributed separately		
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.	
	10.3 Loss of Quorum During Meeting	<p>Suggesting to add 2 points here and change from: 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; to</p> <ul style="list-style-type: none"> ➤ 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 	<p>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 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 lost for the remainder of the meeting.</p> <p>Staff have consulted with a pier around the status of items already voted on and passed at a meeting before quorum was lost and are awaiting a response on that to determine if quorum is lost during the meeting, are the resolutions passed prior to council loosing quorum valid and can staff act on those in the</p>	

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		and all unfinished business shall be carried forward to the next Regular meeting, unless a special meeting is called sooner. [Additional verbiage pending regarding the Confirmatory by-law]	absence of a confirmatory by-law not being passed or can council pass a confirmatory by-law in the absence of quorum.	
	10.4	Allows the Warden to cancel a meeting if it is known in advance of the meeting that quorum will not be present	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 included in the procedural by-law when this section was first implemented. Removal would assist in streamlining the by-law.	
		<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</p>	Currently the By-law is silent on who runs the meeting in the absence of the Warden and or Deputy Warden. It removes any assumptions and provides for a clear process	

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
		Deputy Warden.		

9. Procedure Applicable in Declared Emergencies		
(Amended by By-law 2020-0019 passed April 8, 2020)		
Application and Paramountcy	9.1	The following provisions of this section 9 apply only during an Emergency Period, and in the event of any inconsistency between them and any other provision in this By-law the provisions of this section 9 shall prevail
Full Participation by Electronic Means During Emergency Period	9.2	<p>During any Emergency Period:</p> <ul style="list-style-type: none"> a) any member of Council may participate in any meeting of Council or Committee of the Whole through Electronic Means, including any meeting or part thereof that is closed to the public; b) any member of a Committee may participate in any meeting of that Committee through Electronic Means, including any meeting or part thereof that is closed to the public; and c) any individual participating in such a meeting through Electronic Means shall be counted in determining whether or not a quorum is present at that meeting
Clerk authorized to establish Electronic Means for participation	9.3	<p>The Clerk shall be authorized, in consultations with the Warden (or Chair) to determine the appropriate technology to provide for Electronic Means of participation in Meeting, provided that it allows for the following to occur simultaneously:</p> <ul style="list-style-type: none"> a) each participant may hear any person authorized to speak, b) each participant entitled to speak may indicate to the Chair that they desire to speak, and c) provides for public access as set out in Section 9.4, if necessary.
Open Meetings	9.4	At the discretion of the Clerk, Meetings where Electronic Means are provided may not be physically opened for the public to attend. If the meeting is not physically opened to the public, the Clerk shall ensure that members of the public have a reasonable opportunity to hear all proceedings of the Meeting through Electronic Means, except for those parts of the Meeting that are closed to the public.
Voting	9.5	The Warden (or Chair) may, with the consent of the Meeting, enact such rules as may be necessary to provide for the conduct of voting in a meeting held in whole or part through Electronic Means, including the adoption of motions on unanimous consent, which rules shall supersede the rules on voting set out in section 22 of this By-law.

Recorded Vote	9.6	All votes taken during meetings held under Section 9 where the Electronic Means includes teleconference, votes shall be done through a recorded vote pursuant to procedures set out in Section 22.13
Warden to act as Chair	9.7	Despite Section 15.1, when a Council meeting is convened under Section 9, the Warden will act as Chair During Committee of the Whole
Motions to be read	9.8	Despite Section 20.11, all motions will be read during meetings held under Section 9
Continuation of Electronic Participation	9.9	Section 9 shall continue to apply for the period ending one year following the termination of the latter of the COVID-19 emergency declaration under section 4 of the Emergency Management and Civil Protection Act and the COVID-19 emergency declaration under section 7.0.1 of the Emergency Management and Civil Protection Act. (Amended by By-law 2020-0037 passed September 16, 2020)
10. Quorum for Council		
<i>Quorum – Council</i>	10.1	Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members) provided that such number is not less than two. (Amended by By-law 2015-0044 passed October 21, 2015)
<i>No Quorum at Beginning</i>	10.2	If a quorum is not present at a scheduled Meeting fifteen (15) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present.
<i>Loss of Quorum During Meeting</i>	10.3	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.
<i>No Quorum Possible</i>	10.4	Should it become known in advance of a regularly scheduled or special Meeting of Council that a quorum of members will not be present, or due to inclement weather, the Warden shall cancel the Meeting and reschedule it for the earliest possible time.
<i>Responsibility of Notice</i>	10.5	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a rescheduled Meeting.

<i>Municipal Conflict of Interest Act</i>	10.6	Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the <i>Municipal Conflict of Interest Act</i> , are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum.
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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

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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>

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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 Tribunal (OLT)’s.	Agreed

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
			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

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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

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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> <ul style="list-style-type: none"> a) Declaration of Office to Councillors b) Election of Warden c) Election of Deputy Warden e) Declaration of Office to Warden and Deputy Warden f) Dressing of Chain of Office g) 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 staff that should a meeting be</p>

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments
				running late, that it adjourn and carry on at the end of the meeting is the best option
		<p>Reword section 6.10 which outlines Closed Meeting Investigations to</p> <p>Closed Meeting Investigator Reports</p> <p>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.</p>	<p>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.</p> <p>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</p>	
November 24, 2021 Procedural By-law Review Committee Meeting Items				
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