

The Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde

By-Law No. 2024-65

Being a by-law to govern the calling, place and proceedings of meetings

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

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

And whereas Council deems it expedient to repeal and replace By-law No. 2023-83 to reflect amendments to the start time of the Glebe Park and Museum Committee and to make administrative updates to Council agenda meeting items.

Now therefore the Council of the United Townships of Dysart et al hereby enacts as follows:

1.0 Definitions:

- 1.1 “Briefing” means verbal information provided to Council or Committees that is requested by Council or initiated by staff and may be presented by staff or a third party with expertise in a subject matter. The CAO may recommend the time allowed for such a briefing on a case-by-case basis, dependent on the subject matter.
- 1.2 “Chair” shall first mean the Mayor or in the absence of the Mayor, the Deputy-Mayor or other Chairperson as chosen by Council, Committee or Local Board, who shall act as the presiding officer.
- 1.3 “Clerk” means the Municipal Clerk, or their designate.
- 1.4 “Closed Session” means closed to the public as defined in Subsection 6.1 of this by-law.
- 1.5 “Committee” means a Committee of Council, or a Committee appointed by Council.
- 1.6 “Conflict of Interest” means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*.
- 1.7 “Correspondence (Communication)” means any written or digital communication in the form of a letter, media release, bulletin, postcard or email addressed to Council that directly relates to Dysart et al municipal services or a matter of shared interest to the Dysart et al community.
- 1.8 “Council” means the elected members of the Council of the Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde.
- 1.9 “Local Board” means the Haliburton Business Improvement Area Board and the West Guilford Community Centre Board.
- 1.10 “Mayor” means the person elected to serve as the “Head of Council”, who is also a member of Council.

- 1.11 “Meeting” means any regular, special, or other meeting of Council, a Committee or Local Board, where,
- a) a quorum of members is present, and
 - b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the Council, Local Board or Committee.
- 1.12 “Member” means a member of Council, Committee or Local Board.
- 1.13 “Municipality” means the Corporation of the United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde (often abbreviated as Dysart et al).
- 1.14 “Petition” means a paper-based document requesting Council’s consideration of a matter that contains at least two (2) or more original signatures.
- 1.15 “Quorum” means a majority of the voting members. For greater clarity, a majority shall be defined as being greater than one-half of the voting members.

2.0 Intent of By-Law

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

3.0 Role of Council

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

4.0 Role of the Head of Council

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

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

5.0 Locations, Meeting Times and Public Notice of Council Meetings

- 5.1 In an effort to ensure accountability and transparency, the Municipality will endeavour to provide sufficient public notice for any meeting of Council.
- 5.2 The Municipality has enacted Policy No. 24, as may be amended from time to time, which prescribes the form and manner and times for the provision of notice.
- 5.3 The public shall be given notice of all regular meetings of Council and Council Committees through posting of an annual calendar on the Municipality's website at <http://www.dysartetal.ca> which is updated on a regular basis.
- 5.4 A complete copy of all Council and Council Committee Agenda packages shall be available to the press and the public at <https://dysartetal.civicweb.net>. The Municipality is committed to providing public notice regarding availability of documentation to persons with disabilities as required by the Accessibilities for Ontarians with Disabilities Act, 2005. When providing a document to a person with accessibility needs, the Municipality will provide the document or the information contained within the document in a format that is useable by the person with a disability recognizing that the preparation of an alternate format may result in time delays in providing the requested information.
- 5.5 The date, time and/or place of a Council Meeting may be altered by Resolution, provided that notification is given.
- 5.6 All meeting times and deadlines shall be in local time, which is the Eastern Time Zone.

5.7 Location:

All meetings of Council shall be held in the Council Chambers at the Dysart et al Municipal Administrative Office Building located at 135 Maple Avenue, Haliburton, Ontario, unless otherwise specified in a notice.

5.8 Inaugural Meeting:

- a) Inaugural Meetings of Council shall be held on the first Tuesday after the new term begins following a regular municipal election. If the new term begins on a Tuesday, the Inaugural Meeting shall be held on the first day of the new term.
- b) Each Member of Council shall take the Oath of Office.
- c) Further proceedings at the Inaugural Meeting may include Mayor's address to Council and/or special speaker, if desired.

5.9 Regular Meetings:

- a) Regular meetings of Council shall convene at 9:00 a.m. local time on the

fourth Tuesday of each month except for the month of December, where the Regular Council meeting shall be held on the second Tuesday of the month. During a regular municipal election year, the Regular meeting of Council in October shall be held on the second Tuesday of the month.

- b) Notification for alterations to the date, time and/or location of a Regular Council Meeting shall be provided by posting Notice on the Municipality's website prior to the meeting.

5.10 Budget Meetings:

- a) The second Friday of December, January and February shall be designated for budget meetings as needed.

5.11 Special Meetings:

- a) The Head of Council or Chair may, at any time, call a special meeting to deal with a matter which is deemed to require immediate action.
- b) Special meetings require minimum notice of 48 hours unless otherwise agreed to by a majority of members to the satisfaction of the Clerk or appropriate officer for the Committees or Local Boards. Notice of such a special meeting shall be given by contacting each member and advising them of the date, time and place of the meeting, or such notice may be given in writing, via voice recording, or via e-mail message or any combination of above.
- c) Public notification shall be given by posting Notice on the Municipality's website as soon as is practicable.
- d) Unless otherwise specified in the Notice, a special meeting shall be held in the location for regular meetings.
- e) The Notice of a special meeting shall specify the purpose of the meeting and the only business to be dealt with at a special meeting is that which is listed in the Notice of Meeting.

6.0 Closed Meetings

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

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

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

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

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

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

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

7.0 Order of Proceedings

- 7.1 At the hour appointed, when a quorum is present the Chair calls the members to order. If a quorum is not present within fifteen (15) minutes after the hour appointed, the Clerk or the appropriate officer for Council, the Committee or Local Board shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until re-scheduled.
- 7.2 Members may participate in any meeting remotely by electronic means for reasons outlined in Section 20.1 or at the discretion of the Chair, provided the means of communication permits all members participating in the meeting to understand the members participating remotely, and the members participating in such a meeting by such means are deemed to be present at the meeting. Electronic participation includes telephone, video, audio or audio-visual conferencing or any other interactive method as deemed appropriate.
- If a member wishes to participate remotely, they must notify the Clerk at least three days in advance of the meeting to ensure technical aspects are set up.
- 7.3 Council meetings may be livestreamed to a Dysart et al YouTube Channel. Meeting recordings be linked on the posted agendas and a link to the Dysart et al YouTube page will be available on the municipal website.
- 7.4 Agendas and/or notices of electronic open meetings shall advise how members of the public may observe the proceedings.
- 7.5 The business of Council, Committee or Local Board shall be taken up in the order as listed on the agenda unless otherwise decided by the Chair.
- 7.6 When any matter is left on the agenda at the time of adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting.

8.0 Agenda and Supporting Material

- 8.1 The Clerk or her designate shall prepare agendas as assigned.
- 8.2 Insofar as is practicable, open Council agendas, along with supporting material, shall be prepared and posted electronically on CivicWeb on Thursday afternoon prior to a regular meeting.
- 8.3 Insofar as practicable, open Committee agendas, along with supporting material, shall be prepared and posted electronically on CivicWeb four calendar days prior to a regular meeting.
- 8.4 The Agenda for Council meetings shall be generally formatted as follows, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this by-law:
- 1) Procedural Matters
 - a) Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agenda
 - d) Disclosure of Pecuniary Interest and General Nature Thereof
 - e) Adoption of Council Minutes
 - f) Mayor and Deputy Mayor's Update

- 2) Public Meeting
- 3) General Briefings and Delegations
- 4) Fire
- 5) Parks, Recreation and Events
- 6) Museum
- 7) Building and By-law
- 8) Public Works
- 9) Finance
- 10) Administration
- 11) Accessible Transportation
- 12) Economic Development
- 13) Planning and Land Information
- 14) Reports and Recommendations from Local Agencies, Boards and Committees
 - a) Harcourt Community Hall
 - b) West Guilford Hall Board
 - c) Rails End Gallery and Arts Centre
 - d) Haliburton Village BIA
 - e) Harvest Haliburton
 - f) Source Protection Planning
 - g) Upper Trent Water Management Partnership Council
- 15) Reports and Recommendations from Standing Committees
 - b) Glebe Park and Museum Committee Minutes and Recommendations
 - c) Cultural Resources Committee Minutes and Recommendations
 - d) Property Standards Committee Minutes and Recommendations
- 16) Closed Session
- 17) Report from Closed
- 18) Notice of Motion
- 19) Confirming By-law
- 20) Adjournment

8.5 Deadlines for the Council Agenda shall be as follows:

- a) Petitions, Communications or Correspondence – as referred to in Section 15 of this by-law.
- b) Delegations - as referred to in Section 13 of this by-law.

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

9.0 Minutes

9.1 The Clerk, in the case of a meeting of Council; or by the appropriate officer, in

the case of a meeting of Committee, shall record without note or comment, all resolutions, decisions and other proceedings at a meeting, whether it is closed to the public or not.

- 9.2 All Minutes of Council and Committee meetings shall be prepared by the Clerk or designate and be made available electronically on CivicWeb and distributed to the members for consideration and revision and adoption at the next meeting.
- 9.3 All Minutes of Council and Committee meetings shall be posted electronically on CivicWeb, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 6.1 of this by-law and subject to the provisions of any applicable by-law, act or statute.
- 9.4 All Minutes of Local Boards shall be kept by the appropriate officer and will be made available annually to be reviewed by the Municipal Auditors and upon request, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 6.1 of this by-law and subject to the provisions of any applicable by-law, act or statute.

10.0 By-Laws

- 10.1 Every by-law shall have three readings prior to it being passed.
- 10.2 If Council or the Committee or Local Board so determines, a by-law may be considered read a first, second and third time prior to presentation of the motion and voting thereon.
- 10.3 Every by-law, once passed, shall be dated and duly signed and sealed by the Head of Council and the Clerk.
- 10.4 Every by-law shall be numbered.
- 10.5 Every by-law, once passed, shall be posted to CivicWeb.

11.0 Motions, Debate and Voting

- 11.1 All motions shall be in writing and delivered to the Clerk or appropriate officer to be read in the order in which they are received, unless otherwise requested by the Chair.
- 11.2 Any motion may be introduced without notice if Council or the Committee or Local Board, without debate, agrees on a majority vote to dispense with notice.
- 11.3 The following motions may be introduced without notice and without leave but such motions shall be in writing and signed:
 - a) To refer
 - b) To adjourn
 - c) To amend
 - d) To suspend the rules of procedure
- 11.4 Following reading of the resolution, the Chair will invite any discussion or debate on said motion, with the mover, followed by the seconder, having first opportunity to speak to the motion.
- 11.5 Debate must at all times be strictly relevant to the question under consideration.
- 11.6 No member, without leave of the Chair, shall speak to the same question, or in reply, for longer than five (5) minutes.

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

12.0 Points of Order and Procedural Appeals

- 12.1 Any member may raise a point of order.
- 12.2 The Chair shall preserve order and decide all questions of order and the decision of the Chair shall be final, subject to appeal, with the Chair retaining the option of putting any question of order to Council or members of local boards or committees and in such instances the decision of Council or members of local boards or committees shall be final. Upon appeal of any decision of the Chair the question of order shall be decided by Council or members of Committees or

Local Boards and the decision shall be final.

13.0 General Delegations

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

14.0 Briefings

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

15.0 Petitions, Communications or Correspondence

- 15.1 Every Petition, Communication or Correspondence to be placed on an agenda of a Regular Council Meeting shall be submitted to the Clerk by 12:00 noon local time, seven (7) calendar days before the subject meeting. All Communications or Petitions received after the above delivery date and not pertaining to the matters listed on the Agenda for the Meeting shall be held over for consideration at the next Regular Meeting of Council unless otherwise approved by the CAO.
- 15.2 The sender shall indicate that they wish for the Petition, Correspondence or Communication to be placed on a future agenda.
- 15.3 The Clerk shall refuse to place Petitions, Communications, or Correspondence on the agenda where:
 - i. The subject matter involves current or pending litigation;
 - ii. The subject matter involves insurance claims;
 - iii. The subject matter involves administrative complaints that have not been reported to the appropriate staff members;
 - iv. The subject matter is beyond the jurisdiction of Council;
 - v. The subject matter is contrary to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
 - vi. The document appears to be signed and/or submitted in a fraudulent manner as determined by the Head of Council, CAO, and Clerk; or
 - vii. The Petition does not have the name or contact information of the petition organizer(s).
- 15.4 The following motions are acceptable when considering a Petition:

- Motions to receive a Petition;
- Motions to refer the matter to staff or a Committee of Council for consideration; or
- Motions to direct staff to report back to Council or Committee on the matter.

Any other motion related to a Petition shall not be in order.

- 15.5 Signatories to any Petitions are deemed to have waived the expectation of privacy as a result of the record being created for the consideration of Council and the general public. Staff shall redact contact information for the public agenda, but the petition shall be available for public viewing at the Municipal Administrative Office Building in its entirety. Names and signatures will not be redacted for the public agenda. It is the responsibility of the Petition organizer(s) to advise signatories that their name, signature and contact information will form part of the public record.
- 15.6 Petitions shall contain at least two (2) original signatories and shall include the printed name, original signature, and some contact information (either mailing address, phone number, or valid email address) of the individuals signing it. Duplicate signatures and signatures without contact information shall be redacted by the Petition organizer(s) or it will not be accepted by the Clerk nor presented to Council. The petition request shall be listed at the top of each page for multi-page petitions. Petition organizers are recommended to use a petition template made available by the Clerk.

16.0 Conduct of Members or Guests

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

explain their remarks which have been misunderstood, and then the member shall not introduce any new matter.

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

17.0 Committees and Local Boards

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

18.0 External Boards and Committees

- 18.1 All appointments to external boards and committees shall be made at the beginning of the new term of Council and shall be for the duration of the term of Council, unless Council directs otherwise through resolution, with the following exception:
 - Haliburton County Land Division Committee – annually as per Section 44(3) of the Planning Act, RSO 1990, as amended.
- 18.2 Council appointments for external agencies, boards and committees are as follows:
 - Haliburton Village Business Improvement Area – one member of Council
 - Rails End Gallery Board – one member of Council
 - West Guilford Community Centre Hall Board – one member of Council

- Harcourt Community Centre Hall – one member of Council
- Kawartha-Haliburton Source Protection Authority – one member of Council
- Upper Trent Water Management Partnership Council – one member of Council
- Harvest Haliburton – one member of Council

18.3 BIA and West Guilford Community Centre Board Meetings

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

19.0 Permanent Committees of Council

19.1 Glebe Park and Museum Committee

Quarterly meetings of the Glebe Park and Museum Committee shall be held electronically or in the Dysart et al Council Chambers at 1:00 p.m. local time on the second Thursday of the month. Meetings will take place in February, May, August and November, or at the call of the Chair. During a regular municipal election year, meetings will not be held in November. The Glebe Park and Museum Committee shall be comprised of one (1) elected member of Council and one (1) representative from the following key stakeholder groups: Haliburton Sculpture Forest, Haliburton Highlands Nordic Trail Ski Club Association, Haliburton Highlands Museum, Haliburton County Snowmobile Association, the Haliburton School of Art + Design: Fleming College, Haliburton-By-The-Lake Neighbourhood Association and the Haliburton Highlands Mountain Bike Club with a mandate to:

- Provide oversight for the management and planning for Glebe Park and the Museum;
- Provide advice and feedback to Council;
- Communicate activity and information between key stakeholder groups and resolve any issues that may arise.

19.2 Cultural Resources Committee

Quarterly meetings of the Cultural Resources Committee shall be held electronically or in the Dysart et al Council Chambers at 10:00 a.m. local time on the fourth Thursday of the month. Meetings will take place in February, May, August and November, or at the call of the Chair. During a regular municipal election year, meetings will not be held in November. The Cultural Resources Committee shall be comprised of one (1) elected member of Council, three (3) members of the community and one (1) representative from each of the following groups/organizations: Haliburton Highlands Museum, Haliburton County Public Library, Haliburton School of Art + Design: Fleming College, Rails End Gallery, Arts Council – Haliburton Highlands, Haliburton County Development Corporation and Haliburton Sculpture Forest with a mandate to:

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

19.3 Property Standards Committee

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

Council with the mandate to:

- Hear appeals to Property Standard Orders;
- On a property standards appeal, the Committee has all the powers and functions of the officer who made the order and the Committee may do any of the following things, if, in the Committee's opinion, doing so would maintain the general intent and purpose of the Property Standards By-law and of the Official Plan or Policy Statement:

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

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

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

20.0 Governance and Continuity during a Declared Emergency

20.1 Once a local, provincial or federal emergency has been declared, the Emergency Operations Centre will be activated and the Municipal Emergency Control Group (MECG) will convene regular meetings. The MECG shall be delegated responsibility to the extent possible, all powers of Council for the duration of a Declared Emergency in the Municipality, providing it has been established that there is an inability, for valid reasons, for a majority of the members of Council to attend a properly scheduled meeting of Council or because the ability to continue normal operations have been affected by the emergency.

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

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

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

20.2 In accordance with Section 236 of the *Municipal Act, 2001, as amended*, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For purposes of this section, an Emergency Meeting may be called for an emergency within the meaning of the Municipality's Emergency Response Plan.

20.3 In the absence of the Mayor, and the Deputy-Mayor, Council herein authorizes a member of Council to act in the place of the Head of Council for the purposes of declaring an emergency based upon seniority on Council.

21.0 Electronic Meeting Participation

21.1 A member of Council, a local board or a committee of Council may participate electronically in a meeting that is either open or closed to the public for a number of reasons including but not limited to medical reasons, illness, municipal or personal business conflict, a weather event, or in the event of an emergency in which physical distancing, limited gatherings and/or quarantine measures are required, as well as any restrictions or guidelines set out by the local, provincial or federal public health agencies, and/or the Province of Ontario. Requests for electronic participation for other circumstances not listed shall be permitted at the discretion of the Chair.

- 21.2 Any member of Council, a local board or a committee of Council who is participating electronically shall make every effort to notify the Clerk or designate forty-eight (48) hours in advance of the meeting.
- 21.3 Members of Council, of a local board or of a committee of Council who are participating electronically in a meeting shall be counted towards quorum.
- 21.4 The Clerk or designate may provide for electronic participation of staff, including the Clerk.
- 21.5 Depending on circumstances, meetings may be conducted via teleconference, video conferencing or other means as deemed appropriate in the circumstances. For clarification, electronic participation includes telephone, video, audio or audio-visual conferencing or any other interactive method as deemed appropriate.
- 21.6 The Chair will call the meeting to order and the Clerk or designate will call the roll and record those members present.
- 21.7 The Chair or Clerk, or designates, will read motions and call for a mover and seconder.
- 21.8 During a vote, members participating via video shall raise their hand until the Chair has confirmed the vote. The Chair will call on members that are participating by telephone to state their vote to ensure accurate recording for the minutes. If the vote is unclear, the Chair may call for a verbal vote, yes or no, which shall be recorded by the Clerk or designate.
- 21.9 Agendas and/or notices of open meetings shall advise how members of the public may observe the proceedings.
- 21.10 In the event of a technical failure, Council/Committee may take a ten (10) minute recess to resolve the issue. If a member can no longer participate electronically and quorum still exists, the meeting will proceed.
- 21.11 In the event of a technical failure where quorum is affected, Council/Committee may take a thirty (30) minute recess to resolve the issue. If it cannot be resolved, the meeting will be adjourned, but all decisions made up until that point in the meeting will be considered approved.
- 21.12 Where the rules of procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk or designate, shall have the authority to modify the rules of procedure to ensure members can effectively participate in the meeting.

22.0 Amendment

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

And further that this by-law does hereby repeal By-law No. 2023-83, in its entirety and any previous by-laws to govern the calling, location and proceedings of meetings;

And further that this by-law shall come into force and take effect upon the date of passing.

Read a first, second and third time, passed, signed and the Corporate Seal attached hereto, this 23rd day of July, 2024.

Mayor: Murray Fearrey

Clerk: Mallory Bishop