

COUNTY OF HALIBURTON

BY-LAW NO. 3692

BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF COUNTY COUNCIL AND RELATED COMMITTEES.

WHEREAS section 238(2) of the Municipal Act, 2001 as amended, requires that every council and local board shall adopt a by-law for governing the calling, place and proceedings of meetings,

AND WHEREAS it is deemed expedient that this By-law shall replace and rescind By-law No. 3287 relating to the Governing of the Proceedings of County Council and related Committees.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF HALIBURTON ENACTS AS FOLLOWS:

INTERPRETATIONS

1. In this By-Law:

- (a) **"WARDEN"** means the person elected at the Inaugural Session of Council to serve as the Head of Council and the Chief Executive Officer of the Corporation.
- (b) **"DESIGNATE"** means the sitting most immediate Past Warden, in attendance that may be requested to act on behalf of the presiding Warden during an absence of the presiding Warden.
- (c) **"COMMITTEE"** means a Committee of Council, or a Committee appointed by Council.
- (d) **"COMMITTEE CHAIRMAN"** means the person presiding at the meetings of any Committees of Council.
- (e) **"COUNCIL"** means the Council of the Corporation of the County of Haliburton.
- (f) **"MEETING"** means any regular, special or other meeting of a council, of a local board or of a committee of either of them.
- (g) **"MEMBER"** means a member of Council or Committee.
- (h) **"COUNTY"** means the Corporation of the County of Haliburton.
- (i) **"QUORUM"** is a majority of the voting members. For greater clarity, a majority shall be defined as being greater than one-half of the voting members of the committee.
- (j) The reference to **"MASCULINE"** shall be considered also as reference to **"FEMININE"** where appropriate.

GENERAL

2. In all the proceedings at or taken in this Council the following rules and regulations shall be observed and shall be the rules and regulations for the order and dispatch of business in the Council, and the Committee thereof.
3. 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.
4.
 - (1) A person not a member of Council shall not be allowed to address the Council on behalf of himself/herself or as a deputation except upon invitation of the Warden or his designate.
 - (2) Notwithstanding Subsection 1, any person who has made a submission to a Committee and who is not satisfied with or not in favour of the recommendation of the Committee, may make application to the Clerk to be placed on the orders of the day to appear before the Council at the meeting at which it will be dealing with recommendations of the Committee, providing an application is submitted to the Clerk not later than seven (7) days preceding the Council Meeting.
 - (3) Notwithstanding Subsection 1, a person who has not made a submission to a Committee, but who has an interest in, or who is affected by a recommendation to be dealt with by the Council, may make application to the Clerk to be placed on the orders of the day to appear before the Council at the meeting at which it will be dealing with the recommendation of the Committee, providing an application is submitted to the Clerk not later than seven (7) days preceding the Council meeting. An application made later than seven (7) days preceding the meeting but earlier than 12:00 noon on the day prior to the scheduled meeting of County Council may be granted subject to time available on the Agenda and with approval of the Warden. No application made after 12:00 noon on the day prior to the scheduled meeting of County Council shall be entertained.
 - (4) All persons appearing as a deputation to a Council or a Committee meeting shall provide the Clerk with a written submission that will be included with the Council or Committee agenda package not later than seven (7) days preceding the Council or Committee meeting.
5.
 - (1) The Inaugural Session of County Council shall be the TUESDAY immediately preceding the WEDNESDAY on which the regular DECEMBER meeting of County Council is scheduled, and shall commence at two (2:00) o'clock in the afternoon.

- (2) Regular meetings of County Council shall be held in January, February, March, April, May, June, July, August, September, October, November and December.
- (3) Regular meetings of County Council in the months of January, March, April, May, June, July, August, September, October and November shall be held on the fourth Wednesday of the month.
- (4) The Regular meeting of County Council in the month of February shall be held on the third Wednesday of the month.
- (5) The Regular meeting of County Council in the month of December shall be held on the third Wednesday of the month with the exception of the years in which the third Wednesday falls after the 18th day of December. In those years, the regular December meeting shall be held on the second Wednesday.
- (6) Council may, at its discretion, change or cancel a regular meeting if there is insufficient business to warrant the calling of a meeting and/or lack of quorum. Changes to these meetings will be posted on the County of Haliburton website for purposes of providing public notice.
- (7) County Council meetings shall commence at 9:00 o'clock in the morning in the County Council Chambers.
- (8) Such meeting time or place shall be subject to:
 - i) Extension of time as may be so required to complete the business of Council
 - ii) Substitution of time, day, or place as directed by the Warden when deemed expedient subject to prior notification to all members and the local media.
 - iii) Special meetings may be called at the discretion of the Warden, subject to prior notification of forty-eight (48) hours to all members and the media.
- (9) An Emergency meeting may be called with the consensus of the majority of members of County Council.
- (10) Members who are absent from three (3) consecutive meetings of County Council will be removed from Council unless said absence is due to health reasons. A request for a leave of absence, accompanied by a Doctor's certificate, must be filed with the County Clerk before the third consecutive meeting missed with said leave being approved by a resolution of County Council.
- (11) Members who are absent from three consecutive meetings of a committee or more than five in any given year will be removed from that committee unless said absence is due to health reasons. A request for a leave of absence with reasons must be filed with the County Clerk, with said leave being approved in writing by the Warden.

ORDER OF PROCEEDINGS IN COUNCIL

6. **CALLING MEETING TO ORDER** - As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Warden shall take the Chair and call the meeting to order.
7. **NO QUORUM PRESENT** - If no quorum is present, the Warden may determine how long to wait for additional members to attend. If after the determined period of time there is still no quorum, the Clerk shall record the names of the members present and the meeting shall stand adjourned.
8. **ABSENCE OF WARDEN** - Subject to the provisions of the Municipal Act, in case the Warden does not attend within fifteen minutes after the time appointed for a meeting of the Council, the Clerk shall call the members to order and the Designate shall preside until the arrival of the Warden, and while so presiding the Acting Warden shall have all powers of Warden and shall be entitled to vote as a member, but shall not have a second or casting vote in the event of an equality of votes so that in such case the motion shall fail.

ORDER OF BUSINESS

9. **ORDER OF BUSINESS – County Council**
 - (1) Opening Remarks by the Warden to include overview of the past month's activities
 - (2) Adoption of Agenda
 - (3) Disclosure of Pecuniary Interest and General Nature Thereof
 - (4) Adoption of Minutes of Previous Council Meeting
 - (5) Business Arising from the Previous Meeting
 - (6) Delegations
 - (7) Approval of Reports and Recommendations from the Road Committee
 - (8) Approval of Reports and Recommendations from the Emergency Services Committee
 - (9) Approval of Reports and Recommendations from the Tourism Development Committee
 - (10) Approval of Reports and Recommendations from the Finance and Correspondence Committee
 - (11) Approval of Reports and Recommendations from the Personnel Committee
 - (12) Approval of Reports and Recommendations from the Joint Accessibility Committee
 - (13) Planning Report
 - a) Planning and Environment
 - b) GIS
 - c) Forest Conservation Report
 - (14) Administration Report
 - a) Other Administrative Reports
 - (15) Reports and Minutes from External Boards and Agencies
 - a) Haliburton Kawartha Pine Ridge District Health Unit
 - b) Point in Time – Centre for Children, Youth and Parents

- c) Eastern Ontario Wardens' Caucus
- d) Kawartha Lakes-Haliburton Joint Social and Housing Services Advisory Committee
- e) Haliburton Highlands Health Services Professional Recruitment Committee
- f) Algonquin Land Claim
- g) County of Haliburton Library Board
- h) County of Haliburton Land Division Committee
- i) Other External Board/Agencies
- (16) Other Business
- (17) Closed Session
- (18) Report from Closed Session
- (19) Bylaws
- (20) Notice of Motion
- (21) Confirming Bylaw
- (22) Adjournment

The business of Council shall be taken up in the order in which it stands upon the Agenda unless otherwise agreed to by Council.

PROCEEDINGS AT INAUGURAL MEETING OF COUNCIL

10.
 - (1) The CAO shall preside and call the Inaugural Meeting to order.
 - (2) In the year of an election, before members shall be seated, the Clerk shall give a roll call of members for whom a qualifying certificate has been received from their individual Municipalities.
 - (3) Only in the year of an election, each Member of County Council shall take the Oath of Office.
 - (4) Invocation - Usually by a Clergyman for whom a request has been made by the outgoing Warden.
 - (5) The Clerk shall call for nominations for the office of Warden.
 - (6) The Clerk shall ask for a verbal resolution that nominations be closed.
 - (7) When the nominations have been received, each Nominee shall be permitted to speak to his nomination, in the order on which his nomination was received.
 - (8) In respect to the election of the Warden:
 - a) All members present shall vote;
 - b) Each member of the Council has one vote;
 - c) Voting shall proceed by way of secret ballot;
 - d) The Clerk shall provide each member of Council present with a ballot;
 - e) Each member of Council shall print one of the names of the candidates nominated for the office of Warden on the ballot;
 - f) The Clerk shall collect and count the ballots and report to Council on the results of the election.
 - (9) In case of an equality of votes, the Clerk shall place the names of the candidates on equal size pieces of paper in a box and one name shall be drawn by the Reeve of the municipality which for the preceding year had the largest equalized assessment.
 - (10) The Warden-elect shall receive the Robe of Office from the Outgoing Warden, read the Oath of Office and receive the Chain of Office from the Clerk.
 - (11) Further proceedings at the Inaugural Meeting may include congratulatory speeches, Warden's address to Council, introduction of guests, resolution appointing Steering Committee and special speaker, if desired.

DUTIES OF WARDEN

11. It shall be the duty of the Warden, or substitute Presiding Officer:
 - (1) To open the meeting of Council by taking the Chair and Calling the Meeting to Order.
 - (2) To announce the business before Council in the order in which it is to be acted upon.
 - (3) To receive and submit, in the proper manner, all motions presented by the members of Council.
 - (4) To put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result. The Warden shall have the same rights as any other member to take part in debate, move or second a motion and to vote on any question subject to the Municipal Conflict of Interest Act.
 - (5) To decline to put to vote motions which infringe upon the Rules of Procedure.
 - (6) To authenticate by signature all By-Laws, Resolutions, and Minutes of Council.

- (7) To receive all messages and other communications and announce them to Council.
- (8) To inform the Council on any point of order as seems necessary.
- (9) To restrain the members, when engaged in debate, within the Rules of Order.
- (10) To enforce on all occasions the observance of order and decorum among the Members.
- (11) To call, by name, any Member persisting in breach of the Rules of Order of the Council, thereby ordering that Member to vacate the Council Chambers.
- (12) If considered necessary because of grave disorder, adjourn the sitting for a specified time.
- (13) To select Members who are to serve on Committees when directed to do so by a resolution of the Council or a Rule of Procedure.
- (14) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
- (15) To adjourn the meeting when the business is concluded.
- (16) To be an ex-officio member of all Committees of Council with full voting privileges but not to be included in the determination of quorum.

RULES OF PROCEDURE IN COUNCIL

12. (1) If the Warden is male, members shall address him as "Mr. Warden".
If the Warden is female, members shall address her as "Madam Warden".
- (2) Members shall refer to other Members formally as Councillor _____. For example, "Councillor Smith".
- (3) Every person desiring to speak shall raise his hand and when recognized by the Warden, or his designate, shall speak.
- (4) The Warden shall call on Members in order as they raise their hands, and the Members should at all times address themselves to the Chair.
- (5) When two or more members raise their hands to speak, the Warden shall designate the member who, in his opinion, first raised his hand.
- (6) Members shall not carry on conversations during the reading of a Resolution, By-Law, correspondence, or during a presentation.
- (7) Members shall turn off all cellular telephones and Blackberry devices during a Council or a Committee meeting.
- (8) When a Member is speaking, no other member shall pass between him and the Chair or interrupt him except to raise a point of order.
- (9) Members of County Council or Committees unable to attend a meeting should notify the Clerk in advance.
- (10) Members in attendance at a meeting should notify the Clerk with appropriate reasons if necessary, to leave a meeting prior to adjournment.
- (11) Council may, on motion, resolve into Closed Session to consider subject matter which properly falls under one or more of the following:
 - (a) The security of the property of the County or the Haliburton County Library Board;
 - (b) Personal matters about an identifiable individual, including County or Library Board employees;
 - (c) A proposed or pending acquisition of land for County or Library Board purposes;
 - (d) Labour relations or employee negotiations;
 - (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the County or Library Board;
 - (f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) The consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;
 - (h) A matter in respect of which Council or any subordinate body thereof has authorization for a meeting to be closed under any other Act.

In resolving to enter into Closed Session, Council shall state the general nature of the matter to be considered at the closed meeting. In addition, the Warden may designate another Member to preside as Chairman of the Closed Session.

- (12) Council or any of its local boards or committees may hold a closed meeting if the meeting is for purposes of educating or training the members and as long as 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.

- (13) Deputations to Council and its Standing Committees shall notify the Clerk in writing no later than one week before the date of the meeting request to appear and speak at the meeting.
- (14) A copy of the presentation by the Deputation shall be submitted to the Clerk in a format that can be uploaded to the Digital Agenda no later than one week before the date of the meeting.
- (15) Deputations to Council shall be restricted to ten (10) minutes for presentation and discussion.
- (16) Council and its Standing Committees will not entertain deputations that have not been included on the agenda.
- (17) The County or local board or committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. This record shall be made by the Clerk, in the case of a meeting of council; or by the appropriate officer, in the case of a meeting of a local board or committee.
- (18) The verbal communications of Members which are made during closed meetings shall be confidential communications and the disclosure, taping or transcribing of such communications is prohibited. Any person found by the Member chairing the meeting to be in contravention of this section shall be reprimanded and ejected from the meeting unless he/she apologizes to the Members present, disengages the transcribing device and erases the taping or transcription.
- (19) The Warden may at his discretion call for a short recess during the meeting.

MOTIONS, DEBATE AND VOTING

- 13. All motions shall be in writing and delivered to the Clerk, who shall provide such motions to the Warden to be read in the order in which they are received, unless otherwise requested by the Warden.
- 14. Following reading of the resolution, the Warden will invite any discussion or debate on said motion, with the mover, followed by the seconder, having first opportunity to speak to the motion.
- 15. Debate must at all times be strictly relevant to the question under consideration.
- 16. No member, without leave of the Council, shall speak to the same question, or in reply, for longer than five (5) minutes.
- 17. 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.
- 18. A Motion to refer the question to a Committee shall take precedence over any motion to amend the question.
- 19. Following adequate discussion when a motion is presented "That the vote be now taken" such motion shall be put to a vote without further debate.
 - (1) County Council shall only use weighted votes for decisions involving financial matters.
 - (2) The weighted votes for each Township shall be as follows:
 - a) The Reeve and the Deputy Reeve of Algonquin Highlands (Townships of Sherborne, Stanhope, McClintock, Livingstone, Lawrence and Nightingale) shall have one (1) vote each.
 - b) The Reeve of Minden Hills (Townships of Anson, Hindon, Minden, Lutterworth and Snowdon) shall have two (2) votes and the Deputy Reeve of Minden Hills shall have one (1) vote.
 - c) The Reeve and the Deputy Reeve of Highlands East (Townships of Bicroft, Cardiff, Glamorgan and Monmouth) shall have one (1) vote each.
 - d) The Reeve of Dysart et al (Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre, Clyde) shall have three (3) votes and the Deputy Reeve of Dysart et al shall have one (1) vote.
 - (3) Financial matters shall be defined to include the adoption of the annual operating and capital budgets, temporary and long-term borrowing, the acquisition of real property, the disposal of real property and the execution of contractual agreements including labour agreements.
- 20. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 21.
 - (1) Only one amendment can be presented to the main motion at one time.
 - (2) Only one amendment can be presented to an amendment at one time.
 - (3) The sub-amendment, if any, shall be voted first.
 - (4) The amendment shall be voted next.
 - (5) The motion as amended shall be put to a vote.

22. When the question under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
23. After a question is put to a vote by the Warden, no Member shall speak to the question, nor shall any other motion be made.
24. Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.
25. When the Warden calls for the vote on a question, each Member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Warden, and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
26. When a **Recorded Vote** is requested by a member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question. The Clerk will call each Member for their vote using pre-printed random lists of Members.
27. After any question, except one of indefinite postponement, has been decided, any Member who voted hereon (with the majority) may at the same meeting move for a reconsideration, or at any other regular meeting thereafter during the same year, any Member may give notice of a motion for a reconsideration, but no discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once, unless a request is made in writing and signed by a majority of the Members of Council.

COUNTY OF HALIBURTON BY-LAW PROCEDURE

28. (1) Every By-Law shall have three readings prior to its being passed.
- (2) If Council so determines, a By-Law may be considered read a first, second and third time prior to presentation of the motion and voting thereon.

EXTERNAL BOARDS AND AGENCIES

29. (1) All appointments to External Boards and Agencies will be made on an annual basis during the regular Session of County Council in December, with the following exceptions:
 - a) Library Board – serves a four year term concurrent with term of County Council.
 - b) Land Division Committee – as per Section 44(3) of the Planning Act, RSO 1990, as amended.
- (2) Council appointments for External Boards and Agencies are as follows:
 - a) Haliburton Kawartha Pine Ridge District Health Unit – one member of Council
 - b) Point in Time Centre for Children, Youth and Parents – one member of Council
 - c) Eastern Ontario Wardens' Caucus – current Warden
 - d) Kawartha Lakes-Haliburton Joint Social and Housing Services Advisory Committee – three members of Council
 - e) Kawartha Lakes-Haliburton Housing Corporation – one member of Council
 - f) Haliburton Highlands Health Services Professional Recruitment Committee – one member of Council
 - g) Algonquin Land Claim – one member of Council
 - h) County of Haliburton Library Board – four members of Council representing each constituent municipality within the County of Haliburton and four non-elected members appointed by Council
 - i) County of Haliburton Land Division Committee – four members representing each constituent municipality within the County of Haliburton

PERMANENT STANDING COMMITTEES OF COUNCIL

30. (1) All Rules of Procedure that apply to Council, apply equally to the Standing Committees of Council, however, the Chair has the discretion to relax the application of the rules.
- (2) The Permanent Standing Committees of County Council consist of Road, Emergency Services, Tourism Development, Finance and Correspondence, Personnel and Joint Accessibility.
- (3) Council may, at its discretion, change or cancel a regular meeting if there is insufficient business to warrant the calling of a meeting and/or lack of quorum. Changes to these meetings will be posted on the County of Haliburton website for purposes of providing public notice.
- (4) If a Committee member is unable to attend a meeting of any given standing committee, the alternate representative from his/her home municipality may participate as an alternate with full voting privileges.
- (5) Regular meetings of the Road Committee will generally be held in the County Council Chambers on a Wednesday, two weeks prior to the regular session of Council for any given month. The Road Committee of County Council shall be comprised of one elected Council representative of each member municipality with the mandate to:
 - Establish requirements and standards for the County Road System
 - Establish priorities for the County Road, Engineering and 9-1-1 Functions
 - Recommend County Road, Engineering and 9-1-1 Budgets to Council
 - Recommend County Road, Engineering and 9-1-1 Policies to Council
 - Recommend tender and quotation awards to Council
 - Monitor expenditures of Road, Engineering and 9-1-1 Functions
 - Monitor the ongoing administration of the Road, Engineering and 9-1-1 Functions
 - Consider property matters including Patrol Yards, Office Space and Vacant Lands

- (6) Regular meetings of the Emergency Services Committee will generally be held in the County Council Chambers on a Wednesday, two weeks prior to the regular session of Council for any given month. The Emergency Services Committee of County Council shall be comprised of one elected Council representative of each member municipality with the mandate to:
- Recommend requirements and standards for the County EMS System within mandated guidelines.
 - Recommend priorities for the County EMS and Emergency Management Programs
 - Recommend budgets of EMS and Emergency Management to Council
 - Recommend tender and quotation awards to Council.
 - Review coordination and integration of all emergency services for the purposes of improving service and/or reducing costs
 - Monitor expenditures of EMS and Emergency Management Functions
 - Monitor the ongoing administration of the EMS and Emergency Management Functions
 - Consider property matters including owned and leased ambulance bases.
- (7) Regular meetings of the Tourism Development Committee will generally be held in the County Council Chambers on a Wednesday, two weeks prior to the regular session of Council for any given month. The Tourism Development Committee of Council shall be comprised of one elected County Council representative from each of the member municipalities, two representatives from the Haliburton Highlands Tourism Committee and one other public member with an interest in the County tourism industry who is not a member of the Haliburton Highlands Tourism Committee with the mandate to:
- Monitor the tourism marketing development activities undertaken by the County.
 - Review the annual work plan and recommend same to Council.
 - Support initiatives of the Department of Tourism Development and Marketing
 - Recommend tender and quotation awards to Council
 - Recommend departmental budget to Council
 - Recommend policies to support tourism development and marketing initiatives
 - Recommend projects.
- (8) Regular meetings of the Finance and Correspondence Committee will generally be held in the County Council Chambers on a monthly basis at the Call of the Chair. The Finance and Correspondence Committee of Council shall be comprised of three elected members of County Council with the mandate to:
- Recommend policies to support the financial integrity of the organization.
 - Monitor the effectiveness of financial policies and procedures
 - Recommend the approval of the year-end auditors report
 - Monitor the Cheque Register and Net Payroll Expenditures
 - Monitor monthly Revenue and Expenditure Statements
 - Review Monthly Correspondence Summary
 - Recommend policies and procedures in regard to Information Technology generally
 - Monitor the administration of the County computer network and recommend an annual budget for same.
 - Monitor and recommend policies regarding the Community Access Program
 - Recommend the support of various resolutions
 - Monitor availability and accessibility of various grants and funding opportunities not dealt with by any specific standing committee.
- (9) Regular meetings of the Personnel Committee will generally be held in the County Council Chambers on a monthly basis at the Call of the Chair. The Personnel Committee of Council shall be comprised of three elected members of County Council with the mandate to:
- Recommend strategies to deal with general management issues that affect the County as a whole, or as referred by a Standing Committee
 - Recommend approval of market based changes to the non-union salary grid
 - Monitor the Health and Safety Program of the County and its Joint Health and Safety Committee and recommend policy as required.
 - Recommend approval of non-union merit increases based on successful performance review
 - Recommend approval of maintenance updates to the County Non-Union Pay Equity Plan and associated salary grids
 - Recommend approval of maintenance updates to the County CUPE Gender Neutral Pay Equity Plan and associated adjustments.
 - Monitor and report on the effectiveness of the organizational structures and staffing levels
 - Monitor and approve strategies for union negotiations or arrange for external expertise
 - Recommend approval of human resources policies and procedures
 - Recommend approval of the recruitment, selection, ongoing evaluation and, if necessary, discipline or dismissal of senior staff, either directly or through the use of outside expertise, in accordance with applicable County policies
 - Deal with personnel issues and recommendations as referred from other Standing Committees or the CAO
- (10) Regular meetings of the Joint Accessibility Committee will generally be held bi-monthly in the County Council Chambers on a Wednesday, two weeks prior to the regular session of Council for any given month. The Joint Accessibility Committee of Council shall be comprised of one elected Council representative of each of the member municipalities, a representative from the Haliburton Kawartha Pine Ridge Health Unit and five public persons living with a disability with the mandate to:
- Responsible for establishment and the maintenance of the Annual Joint Accessibility Plan
 - Monitor the ongoing implementation of the Plan
 - Recommend priorities and associated budgets for removal of Barriers at the County level annually

Monitor Accessibility legislation and communicate it to municipal partners
 Coordinate work plans and barrier removal strategies of municipalities for submission to the Accessibility Directorate annually
 Work with stakeholder organizations to provide support where deemed appropriate within the mandate of the Committee
 Administer the Barrier Aware Program on behalf of County Council
 Contribute to community awareness initiatives around persons living with disabilities where practical
 Coordinate and develop training programs to address compliance requirements related to various standards or regulations established through the AODA including Customer Service, Information and Communications, Employment, Built Environment and Transportation.
 Recommend the approval of various policies required to support the legislated standards.

- (11) Meetings of the Planning Committee will be held on an as required basis at the call of the Chair with responsibility to undertake special land use planning related projects delegated by Council and to make recommendation to County Council. The Planning Committee shall be composed of all members of County Council.
- (12) County Council as part of their monthly meeting shall deal with the following items of business:
- (a) Planning
 Define and establish parameters for County level planning function
 Approve budget for planning and environment related expenditures
 Approve functions relating to the Planning Act
 Approve an educational and awareness component relating to the directions of the County Strategic Plan as it relates to environment and planning issues in general.
 Conduct public meetings as required to consider amendments to the County Official Plan, recommend approval of amendments to Local Official Plans and approve plans of subdivision/condominium under authority of the Planning Act
 Monitor the development of special projects including ground water, wetland mapping, etc.
 Monitor the development and implementation of a County Geographic Information System
 - (b) Forest Conservation
 Monitor Forestry Operations within the County
 Monitor the effectiveness of the existing Forest Conservation By-law and approve changes as appropriate
 Approve educational programs related to the enhancement of sustainable forestry practices
 - (c) Administration
 Other Administrative items not dealt with by the Finance and Correspondence Committee or the Personnel Committee
- (13) Notwithstanding Section 30 (2), Council may deem it necessary from time to time to appoint various Standing Committees within the reporting structure and scope of the Permanent Standing Committees.
- (14) Copies of both the full Open and Closed Session Standing Committee Agenda Packages will be made available to all members of Council for information purposes.

PROCEDURES FOR STANDING COMMITTEES

31. (1) All appointments to the Standing Committees are reviewed annually at the start of each Warden's term, save and except the Library Board.
- (2) Each Standing Committee shall elect a Chair from among its elected Members. Each Chair will serve for a period of one year or at the pleasure of the Committee, and/or Council. The Chair shall have the right to take part in debate, move or second a motion and vote on all questions subject to the Municipal Conflict of Interest Act.
- (3) Regular and Special meetings of a Standing Committee may be called by the Committee Chairman or the Warden, with at least forty-eight (48) hour's notice to all members and the local media, when considered necessary to do so, or it shall be the duty of the Clerk to summon a special meeting of the Committee whenever a request in writing is received to do so by a quorum of the Members of the Committee.
- (4) The Chairman of a Standing Committee may, at his discretion, refer a matter of urgent nature to the Council, which due to the time element, cannot be properly presented to the next regular meeting of the Standing Committee.
- (5) In the case of an equal division of votes on any resolution in a Committee, the question shall be deemed to have been decided in the negative.
- (6) In the absence of a Committee Chairman for fifteen minutes after the time appointed for holding a Meeting, the Warden, or an alternate Member appointed by the Committee shall preside during the meeting or until the Chairman arrives.
- (7) A Standing Committee may appoint a special Committee from the Members to investigate and report on any matters related to Committee business, provided that:
- (a) The Special Committee reports directly to the appointing Committee.
 - (b) The established Special Committee does not have the power to appoint additional subcommittees, nor shall it add to its membership without permission from the Original Standing Committee.

(8) The Clerk shall be the Secretary of all Standing Committees of Council; however, he/she may assign his/her duties as Secretary of any Committee to any other employee or associate as appropriate.

(9) A copy of the recommendations of each Standing Committee requiring action shall be received by County Council for approval.

(10) The Chair at his discretion may call for a short recess during the meeting.

COMMITTEE REPORTS

32. (1) Committee Chairs shall report regularly to Council on Committee activities and shall present Committee recommendations for due consideration and voting at Council.

(2) Representatives of Council on various external boards and/or Committees shall report to Council regularly, either by a written or verbal report, and shall present any recommendations which may require the approval or support of Council.

(3) A written copy (and digital if possible) of all reports shall be provided to the Clerk after presentation to County Council, except in the case where the report consists of Minutes of Meeting of the Committee.

PUBLIC NOTICE OF MEETINGS

33. (1) In an effort to ensure accountability and transparency, the County of Haliburton will endeavour to provide sufficient public notice for any meeting of Council.

(2) The County of Haliburton has enacted Notice By-law Number 2893, as may be amended from time to time, which prescribes the form and manner and times for the provision of notice.

(3) The public shall be given notice of all regular meetings of Council and Council Standing Committees through posting of an annual meeting calendar on the County website at www.haliburtoncounty.ca which is updated on a regular basis.

(4) The public shall be given notice of all special meetings of Council through posting on the County website at www.haliburtoncounty.ca and through print advertisements in the local media.

(5) A complete copy of all Council and Permanent Standing Committee Agenda packages shall be available to the press and the public on the County website at <http://haliburton.civicweb.net/contentengine/launch.asp?ID=0>. The County of Haliburton is committed to providing public notice regarding availability of documentation to persons with disabilities as required by the Accessibilities for Ontarians with Disabilities Act, 2005. When providing a document to a person with a disability, the County of Haliburton 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.

(6) The recommendations to County Council from the Standing Committees will be posted on the County website at <http://haliburton.civicweb.net/contentengine/launch.asp?ID=0> within three business days of the Committee meeting.

(7) The action based decisions of County Council will be posted on the County website at <http://haliburton.civicweb.net/contentengine/launch.asp?ID=0> within three business days of the Council meeting.

GOVERNANCE CONTINUITY DURING A DECLARED EMERGENCY

34. A Standing Committee of Council shall be created and delegated responsibility to the extent possible, all the powers of Council for the duration of a Declared Emergency in the County of Haliburton, 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. This Standing Committee will be comprised of any members of Council who are available when a meeting has been called under a declared emergency.

35. In accordance with Section 236 of the Municipal Act, an Emergency Meeting of Council may be called by the Warden 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 County's Emergency Response Plan.

36. In the absence of the Warden and the immediate Past Warden who is a member of Council, 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.

INQUIRIES

37. All inquiries as to facts concerning any part of the Administration shall be in writing and delivered to County Council through the Clerk at least one full working day before the day of a Meeting at which such inquiry is to be made, and the answer, when available shall be in writing and documented.

COUNCIL REMUNERATION

38. Members of Council may miss one regular session of County Council in any given calendar year without loss of remuneration. A member who is absent from more than one regular session in a given calendar year, will have 1/12 of their annual salary deducted from their annual earnings for each additional regular council meeting missed.

AMENDMENT

39. (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.
- (2) This By-Law shall not be amended or replaced except by a two-thirds vote of the Members of the Council.

EFFECTIVE DATE

40. This By-Law shall become effective upon the date of enactment.
41. By-Laws No. 3419, 3496 and 3546 shall be rescinded with the passage of this bylaw.

READ a first and second this 24th day of June 2015.

READ a third time and finally passed this 24th day of June 2015.

Murray Fearrey, Warden

Jim Wilson, CAO/County Clerk