BY-LAW NO. 2026-050

A BY-LAW TO ESTABLISH RULES OF ORDER, REGULATIONS AND PROCEDURES FOR THE COUNCIL, BOARDS AND COMMITTEES OF THE CORPORATION OF THE COUNTY OF HURON

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Whereas, pursuant to Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, "every municipality and local board shall pass a procedural by-law for governing the calling, place and proceeding of meetings";
NOW THEREFORE the Council of the Corporation of the County of Huron hereby enacts as follows:

PART 1.0 DEFINITIONS

In this By-law the following definitions shall apply:

a) "Acting Warden" shall mean that if the Warden's absence is extended for more than 60 days or at the discretion of Council, Council may from among its members elect an Acting Warden (as per Part 7) who, during such absence or vacancy or refusal to act, shall have the powers of the Warden.
b) "Alternate Member" shall mean an alternate member of a lower tier municipality appointed to County Council to act in the place of a member of Huron County Council (only at Council meetings) if they are not able to attend a meeting. An alternate appointed by a lower tier council cannot act as an alternate for the Head of Council. An alternate for each municipality shall not take his seat on County Council until the Clerk of the County has received a certified appointment by-law passed by the local municipality which names the alternate and the County member. Prior to participating in a meeting of County Council, an alternate will make the Declaration of Office at a meeting after the Inaugural Meeting.
c) "C.A.O." means the Chief Administrative Officer or designate of The Corporation of the County of Huron duly appointed by Council.
d) "Chair" means the person who presides at a Council, Board, Committee, Steering Committee or Sub-Committee meeting.
e) "Clerk" means the Clerk or designate of The Corporation of the County of Huron duly appointed by Council.
f) "Closed to the Public Session" means a meeting or part of a meeting closed to the public as prescribed in Section 239 of the Municipal Act, 2001 as amended.
g) "Communication Device" includes a cellular phone, pager, smart phone, computer with a link to the Internet, or any other similar piece of technological equipment used for communication purposes.
h) "Council" means the Council of The Corporation of the County of Huron.
i) "County" means The Corporation of the County of Huron.
j) "Electronic Meeting" shall mean a meeting where any member is not physically present but participates via electronic means of communication, adhering to legislative requirements.
k) "Electronic Means" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the member(s) participating. This may be fully by electronic means or a hybrid of electronic and in person participation.
l) "Emergency" shall mean a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
m) "Meeting" shall mean any regular, special or other meeting of a council, of a local board or of a committee of either of them, 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.

n) “Member” means a member of Council, Board, Committee, Steering Committee or Sub-Committee as the case may be.

o) “Notice of Motion” shall mean a notice of motion provided to the Chair and/or Clerk, in writing or by email, prior to the start of the meeting, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of Council. A “Notice of Motion” must be moved by a Member and seconded by another Member and presented at a Council meeting. After a notice of motion is presented, it will be included under "New/Unfinished Business" section of the next available agenda.

p) “Order of Business” shall mean the sequence of business under consideration at a meeting.

q) “Past Warden” shall mean the most immediate previous Warden holding a current position on County Council. If there is no immediate previous Warden holding a current position on County Council an "Acting Past Warden" will be appointed by an approved motion of Council under section 8.1 (11)). The "Acting Past Warden" shall have the responsibilities of the vacant "Past Warden" position.

r) “Pecuniary Interest” means a direct or indirect pecuniary interest within the meaning of the Conflict of Interest Act, R.S.O. 1990, Chapter M. 50, as amended.

s) “Present” means physically or by electronically in attendance at the meeting.

t) “Public Meeting” shall be deemed a meeting held for the purpose required under an Act or Regulation.

u) “Quorum” shall mean the number of Members required to be present in the meeting room or by electronic participation, in order that business may be conducted.

v) “Special Meeting” shall be deemed a County Council, Board, Committee, Steering Committee or Sub-Committee meeting which is in addition to the published Meeting Schedule approved annually by Council.

w) “Warden” means the Head of Council of The Corporation of the County of Huron.

PART 2.0 GENERAL RULES

2.1 The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council, Board, Committee, Steering Committee or Sub-Committee.

2.2 Those proceedings of Council, Board, Committee, Steering Committee or Sub-Committee thereof not specifically governed by the provisions of this By-Law shall be regulated in accordance with Robert's Rules of Order.

2.3 Any part or parts of this By-Law may be suspended, at such times and upon such conditions as may be deemed appropriate, except for those rules or regulations that are set out by Legislation, with the consent of two-thirds majority of the Council, Board, Committee, Steering Committee or Sub-Committee present for a single occasion. Members are not permitted to suspend any statutory requirement with respect to its proceedings.

2.4 The Clerk or the Clerk's designate shall be secretary of Council, Boards, Committees, Steering Committees and Sub-Committees.

2.5 No person shall be allowed to enter "within the rail" during meetings of Council, Board, Committee, Steering Committee or Sub-Committee without the leave of the Chair, except Members and employees of the Corporation during a meeting or recess.

2.6 In accordance with the Municipal Conflict of Interest Act RSO 1990, c. M. 50, (as amended) any Member required to do so by the provisions of that Act, shall disclose any direct, indirect or deemed pecuniary interest and/or non pecuniary interest and state the general nature of such interest. The member shall complete Appendix D Conflict of Interest Form of the Council Code of Conduct and submit it to the Clerk to be recorded in the minutes accordingly.

2.7 The Corporate Seal of this Council shall be in the custody of the Clerk and shall not be affixed or impressed upon any document or instrument except when authorized by this Council or by By-law or by the Warden.

2.8 The County of Huron does not accept requests for Proclamations.

2.9 Videotaping and/or audio recording will be permitted at Council and/or Board, Committee, Steering Committee or Sub-Committee meetings provided that the requestor has obtained written permission from the C.A.O. and/or designate in advance of the meeting. Upon receiving confirmation, the requestor shall declare at the meeting that videotaping and/or audio recording will occur. These devices will not be permitted in any Closed to the Public Session with the exception by the County of Huron.

2.10 During a Council, Board, Committee, Steering Committee or Sub-Committee meeting, Councillor laptops/notebooks shall be used exclusively for County business.

2.11 All cell phones and electronic devices not required for conducting a meeting shall be either turned off or otherwise set so as not to emit any audible sound during a meeting.

PART 3.0 ROLE OF THE WARDEN

Ex-Officio – shall mean the Warden, who by virtue of office, shall be a member of all Committees, Boards, Steering Committees or Sub-Committees and shall have the same rights and privileges as other members of the respective Committee.

The outline below **highlights** the requirements of the Municipal Act, 2001, with respect to the role of the head of a municipal council. Those provisions are enhanced by a list of activities that Council has adopted to enhance and clarify the role it expects the Warden to carry out.

SECTION 225: It is the role of the head of council,
(a) to act as chief executive officer of the municipality; see Section 226.1 below

(b) to preside over council meetings so that its business can be carried out efficiently and effectively;

- Ensure that the procedure by-law is followed; recommend review of procedures from time to time to ensure meetings are run efficiently and effectively
- Encourage participation in debate by all members of Council and help build consensus around issues
- Ensure understanding of agenda items and availability of information required for Council to make an informed decision
- Ensure Council has had sufficient time to consider an issue
- Ensure Council has had benefit of staff input on issues through the C.A.O.
- Encourage and enforce decorum at all meetings of Council
- Discourage and control outbursts, negative personal comments, and inappropriate behaviour at all meetings of Council
- Ensure that confidential information is received and kept in a confidential manner

(c) to provide leadership to the council;

- Build consensus among members of Council
- Ensure annual review of Council priorities
- Ensure Council strategic planning and priority setting at least once every term of Council
- Suggest Council consider new or revised policies as required
- Regularly update and provide information to Council on emerging issues and activities of the Warden on behalf of Council
- Ensure an orientation program is provided at the beginning of every term of Council
- Ensure educational opportunities are available for members of Council
- Be a champion of good governance
- Promote the sharing of information at every opportunity
- Handle criticism in a positive way; seek out and encourage input on issues from all perspectives
- Perform duties of the office of Warden with integrity, and avoid conflicts of interest, both apparent and real

(c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1); See below

(d) to represent the municipality at official functions; and

- Seek out opportunities to represent the County at public functions
- Attend, or ensure representative attends, social and ceremonial functions on behalf of the County
- Lend name to worthy causes in support of Council's priorities
- If the Warden is unable to attend an event, meeting or conference, the Warden may request, in writing, to another member of Council and the CAO, to attend in their absence. Compensation will be as per section 18. If a member is already attending an event and asked to give greetings on behalf of the County, no per diem will be paid by the County.

(e) to carry out the duties of the head of council under this or any other Act.

- Emergency Management & Civil Protection Act (declare emergency)
- Participate in committees of Council and local special purpose bodies where ex officio representative of Council and ensure Council is up to date on activities of those bodies

SECTION 226.1 Head of council as chief executive officer - As chief executive officer of a municipality, the head of council shall,

(a) uphold and promote the purposes of the municipality;

- Make decisions in the best interests of the municipality as a whole and encourage Council to do the same
- Act as the chief spokesperson for Council ensuring that the decisions and positions of Council are articulated rather than a personal perspective on issues

(b) promote public involvement in the municipality's activities;

- Promote county events with local groups and citizens
- Ensure appropriate notice is given of Council activities to ensure opportunities for public input to Council decisions
- Encourage press releases and announcements of County activities, events and Council decisions and participate in such activities in support of Council's decisions and positions

(c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and

- Meet with local municipal Councils to advance County issues
- Regularly meet with Federal and Provincial elected members to promote the interests of the County and the positions and decisions of Council
- Attend provincial and Canadian gatherings of elected officials to promote the interests of the County of Huron (e.g. AMO, FCM, Great Lakes Mayors)
- Vote on all issues properly put before Council
- Meet regularly with the C.A.O. to be briefed on municipal activities, discuss issues, suggest items for the consideration of Council, and review status of implementation of Council policies, priorities and directions
- Actively seek out opportunities to share information and advocate on behalf of Council decisions and positions with press, public, other municipalities, other levels of government
- Refrain from advocating for particular vested interests or groups

(d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

- Share information; promote services offered by the County for its residents
- Promote community activities, opportunities and attractions in Huron County
- Be an Ambassador for the County and area

SECTION 224

(d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

- Ensure all requests for policy work, research, projects and reports are made from Council by resolution and through the C.A.O.
- Ensure an annual budget is brought forward from staff for Council's consideration in a timely manner

(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

- Ensure policies that promote transparency, accountability and integrity are considered and adopted by Council
- Ensure Audit Committee of Council meets with municipal auditor annually
- Encourage and promote Council meetings consistent with the open meetings legislation and the provisions of the Municipal Freedom of Information and Protection of Privacy legislation are upheld by Council
- Discourage involvement of Council in the day-to-day management of the municipality and the delivery of programs
- Ensure regular Council review of municipal policies and encourage support of the policies or amendment of those no longer required.
- Ensure an annual performance review of the C.A.O. is carried out by Council
- Ensure an annual review of the compensation for the C.A.O. is carried out by Council

PART 4.0 ROLE OF THE MEMBERS

It is the role of members of Council, Boards, Committees, Steering Committees or Sub-Committees:

a) to represent the public and consider the well-being and interests of the County as a whole;
b) to develop & evaluate the policies and programs of the Corporation;
c) to determine which services the County provides;
d) to ensure that administrative practices, procedures and policies are in place to implement the decisions of Council;
e) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;
f) to maintain the financial integrity of the Corporation; and
g) to carry out the duties of Council under any Act.

PART 5.0 MEETINGS

5.1 Meetings of the Council, Boards, Committees, Steering Committees or Sub-Committees shall be held in the Council Chambers at the Court House in the Town of Goderich, or in such location as may be determined by the Council, Boards, Committees, Steering Committees or Sub-Committees or held electronically or by a combination of in-person and electronic participation. When meetings are physically open to the public in the

Council Chambers or designated location, meetings held virtually are offered as a convenience to provide increased access for the public; the meeting shall not be required to pause or end if issues with connectivity arise.

5.2 In the event the day set for a meeting should be a public holiday, such meeting shall be held on the next following day, not a public holiday, at the same hour or as approved by Council.

5.3 In case of inclement weather, in consultation with the C.A.O., Warden and Chair, a meeting may be postponed to an agreed upon date or moved to fully electronic meeting.

5.4 INAUGURAL MEETING: In an election year, the Inaugural Meeting shall be held on the first available Wednesday after the local municipalities have appointed their Council at the hour of one o'clock in the afternoon. The Inaugural Meeting for the third year of the term shall be held on the first available Wednesday as listed in the Notice of Meetings either at the end of November or beginning of December at the hour of one o'clock in the afternoon.

5.5 REGULAR MEETINGS: After the Inaugural Meeting, the Council shall meet in regular session at the call of the Warden on the day or days specified in the Notice of Meetings from the office of the Clerk. The notice will also be in the section on the Council Agenda entitled “Upcoming Meetings”. An electronic Agenda Package shall be emailed to each member of Council and alternate members of Council at least five (5) days prior to the date of the meeting if possible. From time to time there may be revisions to the electronic agenda package. A notice of revision will be emailed to members. It is prudent for members to always check for revisions to the agenda package prior to the start of the meeting.

5.6 SPECIAL MEETINGS: Whenever a meeting may be required for special business, it shall be called by the Warden at any (such) time as he may deem requisite; or at the request in writing of a majority of the members of the Council. The Clerk shall summon the meeting and members shall not consider or decide upon any matter at the Special Meeting that does not appear in the Notice of the Special Meeting.

5.7 NOTICE OF SPECIAL MEETINGS: Subject to the provisions of the Municipal Act, 2001, S.O. c.25; of the Province of Ontario, the Council may be summoned to a Special Meeting referred to in Part 5.6 of this By-law as the Warden determines appropriate and on one day's clear written electronic notice. A Notice of the Special Meeting shall be posted on the Huron County website as soon as the Special Meeting has been called.

5.8 ABSENCE

(1) In the absence of the Warden or if his office is vacant or if he refuses to act, the most recent Past Warden who is a member of Council, shall have the powers of the Warden during such absence or vacancy or refusal to act.

(2) If the Warden’s absence is extended for more than 60 days, or less at the

discretion of Council, Council may from among its members elect an Acting Warden who, during such absence or vacancy or refusal to act, shall have the powers of the Warden. Appointment of the Acting Warden will adhere to Part 7 of this by-law “Election of the Warden”.

(3) The office of a member of Council of a municipality becomes vacant if the member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a Motion of Council in accordance with the provisions of Section 259(1) and in accordance with Exceptions (1.1)(2)(3) and procedures as set out in Section 263 of the Municipal Act, 2001 shall apply.

(4) Any member is to notify the C.A.O. and/or Clerk if unable to attend a meeting.

5.9 IF NO QUORUM PRESENT: Where a quorum is not present within 30 minutes after the hour fixed for a meeting, the Clerk shall record the names of the members of Council present and the meeting shall stand adjourned until the next meeting.

PART 6.0 ELECTRONIC MEETING

Subject to the provisions of the Municipal Act, 2001, as amended, and/or current legislation the County of Huron shall allow electronic participation by Members of Council, Boards and Committees in the manner and to the extent set out in section 6 of this by-law.

6.1. Extent:

(1) Participation by electronic means shall be allowed at all Council, Board, Committee, Steering Committee or sub Committee meetings.

(2) There shall be no restriction on how often each member shall be allowed to participate by electronic means.

(3) A member participating in a meeting by electronic means shall be considered to be present at such meeting and shall be counted towards quorum.

(4) Members shall be permitted to vote when participating by electronic means.

(5) Members may participate in closed sessions of any meeting by electronic means as permitted by legislation.

(6) When participating electronically in Closed Session discussions, Members and Staff must ensure confidentiality is maintained at all times. Each member participating by electronic means for a closed meeting shall participate in an enclosed space and ensure that no other person is present.

(7) Each member participating in a meeting electronically must use both video and audio unless connectivity or technical issues prevent it.

6.2. Process:

The Clerk has the delegated authority to amend these processes as required. Members may participate in meetings by electronic means subject to the following:

(1) Any member wishing to participate by electronic means in a meeting shall send a request to do so by email to the C.A.O. and Clerk at least two (2) business days before the meeting. The C.A.O. and/or the Clerk may accept a request submitted later than the prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).
(2) Each member participating in a meeting by electronic means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
(3) Each member participating by electronic means will mute his or her electronic device when he or she is not speaking.
(4) The Chair will canvass members participating by electronic means about their intention to speak to a matter on the floor and will notify each member when it is his or her turn to speak.
(5) After putting a motion to a vote, each member participating by electronic means will be required to identify how he or she wishes to vote.
(6) Each member participating by electronic means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
(7) A member(s) participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
(8) In the case of a loss of connection, or any connection issue which impedes the ability of a member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the member(s) to reconnect. If the loss of connection affects quorum, the Chair shall recess the meeting for fifteen (15) minutes to provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting shall be adjourned, and the remaining business addressed at a subsequent meeting.
(9) When participating by electronic means, a member may move a motion or move an amendment verbally. The Chair shall ensure that members participating by electronic means are given the same opportunity to speak to each question as they would have been given if participating in person.
(10) A member who is participating in a meeting by electronic means may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
(11) A member who is participating in a meeting by electronic means may present a notice of motion by emailing the Clerk in advance of the meeting and shall verbally state their notice of motion at the meeting.
(12) In the event that an internet or other IT disruption compromises the ability of participants or the public to participate or stream in the Meeting, in the opinion of the Chair, the Chair shall call a recess and take such steps as necessary to address the issue and may reconvene the meeting in a timely manner or, where this is not possible, may adjourn the meeting to a later date. When meetings are physically open to the public in the Council Chambers or designated location, livestreaming of the meeting is offered as a convenience to provide increased access for the public; the meeting shall not be required to pause or end if there are issues with connectivity.

(13) As per the Municipal Act, the Clerk or Deputy Clerk must be present at a meeting. If the Clerk, or designate, loses connection the meeting must stop until they are able to connect.

PART 7.0 THE ELECTION OF WARDEN

ELECTION OF WARDEN

(1) After a regular Municipal Election and two (2) years after a regular Municipal Election, at the Inaugural Meeting of County Council at which a majority of all members are present, Council shall elect one of the members to be Warden by secret ballot subject to Part 8.1, Subsection 7, a – g inclusive of this By-law.

(2) The C.A.O. and Clerk shall conduct the election of Warden. The Election may be conducted using either Paper Ballots or either Electronic means but not a combination of both. Processes for either method will be adapted to the chosen method.

(3) All Candidates must state their intention to run for the position of Warden at a Council meeting prior to the adjournment of the regular council meeting prior to the Inaugural Meeting or by notifying the Clerk in written form at least 7 days prior to the Inaugural Meeting.

(4) A candidate for Warden who receives a majority of the total votes cast on any vote shall be declared elected.

(5) In the case of an equality of votes for Warden, the successful candidate shall be determined by the C.A.O. placing the names of the candidates on equal size pieces of paper in a box and one name being drawn by a neutral party selected by the C.A.O. The successful candidate shall be the one whose name was drawn.

(6) Where there are three or more candidates, if on any given ballot no candidate receives a majority of the vote, the name of the candidate with the lowest number of votes will be dropped off the next ballot and voting will continue using a second ballot.

(7) In the case of a tie vote for low candidate where there are three or more candidates, then Council shall vote on these tied candidates, to determine which candidate shall remain in the voting for Warden.

(8) In the case of a tie vote for three (3) or more candidates, then each candidate will speak in alphabetical order for 2 minutes. Council will vote again. If there is still a tie, then two final candidates will be chosen by the C.A.O. placing the names of all the candidates on equal size pieces of paper in a box and two names being drawn by a neutral party. Council will then vote on the final two (2) candidates.

PART 8.0 INAUGURAL MEETING

8.1 INAUGURAL MEETING

The order of business of the Inaugural Meeting after a regular Municipal Election and two (2) years after a regular Municipal Election shall be as follows:

(1) Call to Order

(2) Verifying of Certificates of Election
(Not required at commencement of third year of term of office.)
(3) Declaration of Office
(Not required at commencement of third year of term of office.)
(4) Motion - Authorizing the C.A.O. and the Clerk to proceed with the election of the Warden by calling for nominations of candidates for the Wardenship. Candidates shall be nominated by a mover and a seconder. The C.A.O. shall confirm that the candidates accept the nomination.
(5) Motion – Stating Nominations Closed
(6) Remarks of Candidates - with a time limit of five minutes per candidate in the reverse order of nomination.
(7) The Election of Warden shall be by secret ballot in open Council and shall be conducted as follows:
    a) Each member of County Council shall have one vote.
    b) Paper Ballot Election-the names of all those nominated shall be submitted to the Council on equal size pieces of non-descript paper listing those nominated in alphabetical order. Electronic Election-use of a voting tool as established by the Clerk. The names of all those nominated shall be included in the voting tool in alphabetical order.
    c) If more than two candidates are seeking the Wardenship, if no candidate receives a majority of the vote, the name of the candidate with the lowest number of votes will be dropped off the next ballot and voting will continue using a second ballot.
    d) All the remaining candidates shall be submitted to the Council as prescribed in (b).
    e) The C.A.O. and Clerk are the scrutineers and are to be bound to confidentiality regarding the number of votes received by the candidates.
    f) The C.A.O. then reports to Council the successful candidate, in a manner that does not indicate individual totals.
    g) If Paper Ballot Election is used a Motion instructing the scrutineers to cause the ballots to be destroyed is required from Council.
(8) Motion - to declare the person elected Warden is required from Council.
(9) Installation of Warden: a) Immediate Past Warden to escort the newly elected Warden to the dais, invest him with the Chain of Office, Gavel, and the Warden's Pin b) Declaration of Office to be administered by the C.A.O. or designate and signed by the Warden.
(10) Warden's Remarks
(11) Appointment of Striking Committee. (if required appointment of Acting Past Warden position by an approved motion of Council)
(12) The report of the Striking Committee shall be considered and a By-law enacted confirming the appointments.
(13) Adjournment of Inaugural Meeting

8.2 STRIKING COMMITTEE

All members of the Striking Committee must be current members of the Council of Huron County. The Striking Committee is to be comprised of the (a) Warden, (b) most immediate Past Warden or Acting Past Warden, (c) one (1) Councillor appointee of the Warden, and the (d) C.A.O. In the event that one of these positions remains vacant, the remaining names of the members of Council will be placed in a hat and drawn by the C.A.O.

The Striking Committee shall recommend to Council the appointment of members of Council for a two (2) year term (with the exception of the Huron Perth Public Health Board) and citizens for a four (4) year term to the following committees:

HURON PERTH PUBLIC BOARD OF HEALTH

"The term of office of a municipal member of a Board of Health continues during the pleasure of the Council that appointed the municipal members, unless ended sooner, ends with the ending of the term of office of the Council"; as described in the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7., Part VI, s. 49 (7). "The Lieutenant Governor in Council may appoint one (1) or more persons as members of a Board of Health, but the number of members so appointed shall be less than the number of municipal members of the Board of Health"; as described in the Health Protection and Promotion Act, R.S.O. 1990, c. H.7., s. 49 (3). The public appointee is required to follow the application guidelines as set out by the Public Appointments Unit of the Ministry of Health and Long-Term Care.

The Huron Perth Health Unit will be comprised of 9 municipal members:

- 4 members from Huron County
- 2 members from City of Stratford
- 2 members from Perth County
- 1 member from Town of St. Marys
- Ministry Representatives

LIBRARY BOARD

The Library Board shall consist of: One (1) Councillor, the Warden, and four (4) members of the public. The Library Board members who are non-members of Council cannot serve more than two (2) consecutive terms. Any non-councillor on the Library Board may be reappointed after an absence of one (1) year.

"A County Library Board shall be composed of at least five (5) members appointed by the County Council"; as described in the Public Libraries Act, R.S.O. 1990, Chapter P. 44, 2002, c 18, Schedule. F, s. 3(8). The appointing Council shall not appoint more of its own members to a Board than the number that is; a bare majority of the Board as described in the Public Libraries Act, R.S.O. 1990, c. P.44, s. 10(2).

ACCESSIBILITY ADVISORY COMMITTEE

The Huron County Accessibility Advisory Committee (HCAAC) shall consist of: A majority of the

members of the Committee shall be persons with disabilities as defined in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29 (3). HCAAC is made up of 8 voting members including: 4 persons with disability(ies) as defined in the Ontarians with Disabilities Act, 2001, S.O. 2001, Chapter 32; 2 persons from professional discipline or with direct or indirect lived experiences with disability; 1 elected official; the Warden as ex-officio; and five (5) non-voting members. The five (5) non-voting members include: Huron County Accessibility Coordinator, the Chair of the Huron County Accessibility Working Group, 1 person from the County Planning Department, 1 Municipal Building Official and the County Clerk or their designate, other staff members may attend as required.

The Striking Committee shall also recommend appointments of Councillors to represent the County on various committees and may also recommend appointments to any other Committees that the County, from time to time, may agree to have a member of County Council sit on.

AUDIT COMMITTEE

Audit Committee is comprised of all of Council plus one citizen member. One citizen representative will sit on the Audit Committee for a four year term, for a maximum of two terms. If the citizen representative wishes to stay on for the additional term, the citizen representative is to provide written notice expressing their intent. The Audit Committee shall meet twice a year to ensure that the financial integrity of the County of Huron is maintained. Other duties of the committee are outlined in the Terms of Reference.

PART 9.0 COMPOSITION/DUTIES/ORDER OF BUSINESS AND CONDUCT OF PROCEEDINGS

At the first meeting of each term for each Board, Committee, Steering Committee or Sub-Committee in each year, the members shall elect one (1) of the members to be Chair and one (1) to be Vice Chair for the year two (2) term. For the purpose of reporting, the Chair of the Library Board and Huron County Accessibility Advisory Board should be a current member of Huron County Council. The Warden shall be the Chair of Council. In the absence of the Warden, the Past Warden shall be the Chair of Council. In the absence of the Warden and most recent Past Warden, the C.A.O. or designate shall open the meeting and Council may appoint by motion a member of Council to act as chair for a short term (a maximum of two (2) County Council meetings). The process to select a chair and vice chair shall be included in the agenda when the selection is being made. The process will be determined by the Clerk based on best practices.

9.1 COUNCIL

County Council shall consider all matters as follows for consideration and report.

(1) All petitions and requests for grants of money other than those coming under the jurisdiction of any Board of Council
(2) The statement of receipts and expenditures other than those coming under the

jurisdiction of any Board of Council
(3) The annual estimates and budgets from any Board as consolidated
(4) The bonds of corporate officers giving security
(5) The amount and kind of security to be given by the officials of the County
(6) The annual report regarding investments and reserve funds of the County
(7) All communications, petitions and resolutions relating to legislation or amendments to statutes and all requests for amendments to or confirmation of by-laws other than those coming under the jurisdiction of any Board of Council
(8) Any such matters as the Warden, C.A.O., or Clerk may deem necessary to place before Council.
(9) All matters concerning personnel policies or other policies of a corporate nature
(10) a) To review and recommend general policy with regard to guidelines for salary and wage negotiations and to recommend to Council for approval, all memorandum of understanding regarding salary negotiations
b) To consider all matters related to salary administration, including pay equity
(11) a) To recommend appointments of members to Boards or special Committees in the event of a member of Council resigning, long term sickness or in the event of a death
b) To recommend appointments to committees established for studying a specific subject or proposal, or individual County appointments to various organizations
(12) To consider all matters affecting the actual real property of the County

9.1 (i) COUNCIL DAY 1

At Council Day 1, the following shall be referred for consideration and report and while sitting shall consider all matters pertaining to that department. Other items may be considered with C.A.O. approval.

(1) Planning and Economic Development:
a) Establishing and implementing of an Official Plan by the County of Huron and related matters in connection therewith
b) Waste Management Master Plan process and all other waste management planning responsibilities assumed by Council
c) Services for tree inspection
d) Establishing, extending and maintaining County forests and in undertaking such measures for conservation as may be deemed in the best interest of the County. The committee shall have the general supervision of the County forests and may from time to time recommend to the Council the purchase of such additional lands as they may deem suitable for reforestation purposes
e) Economic Development projects, strategies, tourism, manufacturing
(2) Cultural Services: Huron County Museum, Huron County Historic Gaol, Cultural Program.
(3) Administration, Policies & Other Issues: All matters pertaining to Corporate Services (Administration, Treasury, Business Technology Solutions, Human Resources)

COUNCIL DAY 1 shall meet on the First Wednesday of each month unless otherwise decided. The order of business on the agenda shall be set as follows:

(1) Call to Order

(2) Warden's Remarks
(3) Approval of the Agenda
(4) Declaration of Pecuniary Interest and General Nature Thereof
(5) Approval of Minutes of Council Day 2 and any Special Session of Council
(6) Delegations/Petitions/Presentations
(7) Councillor's Comments
(8) Consent Agenda: Items listed under the Consent Agenda are considered routine and may require discussion but no action on the part of Council. Consent Agenda items are received in one motion. Council members may request that one or more item be removed for further action.
(9) Planning and Economic Development (Consents; Public Meetings/Hearings, Reports, Projects)
(10) Cultural Services
(11) Administration, Policies and Other Issues
(12) Correspondence
(13) New/Unfinished business
In the interest of being accountable and transparent, where a member of Council or staff would like to present an item of business in this section, it is recommended that they contact the Chief Administrative Officer in advance so that the item can be placed on the published agenda.
(14) Notice of Motion
(15) By-laws
(16) Closed to the Public Session (if necessary)
- Reporting out of Closed to the Public Session

(17) Upcoming Meetings
(18) Confirmatory By-law
(19) Adjournment

9.1 (ii) COUNCIL DAY 2

At Council Day 2, the following shall be referred for consideration and report and while sitting shall consider all matters pertaining to that department. Other items may be considered with C.A.O. approval.

(1) Social and Property Services: All matters pertaining to the disbursement of social assistance and Ontario Works; the Huron County Housing Corporation; Social Housing; and Children's Services. Also, Facilities that includes but not limited to operational and capital requirements of designated County Facilities and staff.
(2) Homes: County's Homes for the Aged and the surrounding land in connection with the Homes.
(3) Emergency Management (EM): Land ambulance service, Community Paramedicine
(4) Public Works: County roads, bridges and services for weed inspection.
(5) Administration, Policies & Other Issues: All matters pertaining to Corporate Services (Administration, Treasury, Information Technology, Human Resources).

COUNCIL DAY 2 shall meet on the Third Wednesday of each month unless otherwise decided.

The order of business on the agenda shall be set as follows:

(1) Call to Order
(2) Approval of the Agenda
(3) Declaration of Pecuniary Interest and General Nature Thereof
(4) Approval of Minutes of Council Day 1 and any Special Session of Council
(5) Delegations/Petitions/Presentations
(6) Councillor's Comments
(7) Consent Agenda: Items listed under the Consent Agenda are considered routine and may require discussion but no action on the part of Council. Consent Agenda items are received in one motion. Council members may request that one or more item be removed for further action.
(8) Social and Property Services
(9) Homes for the Aged
(10) Emergency Services
(11) Public Works Department
(12) Administration, Policies and Other Issues
(13) Correspondence
(14) New/Unfinished business
In the interest of being accountable and transparent, where a member of Council or staff would like to present an item of business in this section, it is recommended that they contact the Chief Administrative Officer in advance so that the item can be placed on the published agenda.
(15) Notice of Motion
(16) By-laws
(17) Closed to the Public Session (if necessary)
- Reporting out of Closed to the Public Session

(18) Upcoming Meetings
(19) Confirmatory By-law
(20) Adjournment

9.2 HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE

Ontarians with Disabilities Act, 2001 (ODA, 2001) and Accessibility for Ontarians with Disabilities Act (AODA, 2005) are provincial legislation requiring municipalities to address issues around disabilities and barriers to accessibility.

The ODA requires all Ontario municipalities to:

- Develop an Annual Accessibility Plan, in consultation with people with disabilities
- Appoint an Accessibility Advisory Committee if over 10,000 in population
- Make the Accessibility Plan available to the public

The Huron County Accessibility Advisory Committee (HCAAC) established in 2005, serves as an advisory body to County Council. The Committee is composed of community members, with a majority being individuals with disabilities.

Objective: HCAAC is dedicated to championing accessibility across Huron County and exists to advise and collaborate with the County Council and partnering municipalities in identifying and removing barriers for individuals with disabilities. Through expert advice, community engagement, and adherence to the Accessibility for Ontarians with Disabilities Act (AODA), HCAAC strives to ensure that Huron county provides an inclusive and accessible environment for all.

The order of business on the agenda shall be set as follows:

(1) Call to Order
(2) Motion to approve the Agenda
(3) Declaration of Pecuniary Interest and the General Nature Thereof
(4) Approval of the Minutes
(5) Delegations/Petitions/Presentations
(6) Committee Member Comments
(7) Reports of the Accessibility Coordinator
(8) Reports of the HCAAC Sub-Committees
(9) New Business / Unfinished Business
(10) Correspondence
(11) Financial Statements
(12) Closed to the Public Session
    - Reporting Out of Closed to the Public Session
(13) Next Meeting
(14) Adjournment

9.3 LIBRARY BOARD

The Huron County Library Board is governed by the Public Libraries Act, R.S.O. 1990, Chapter P. 44 and the rules and regulations as described in this By-law.
The Library Board meets 8 times a year as listed in the Notice of Meetings from the office of the Clerk at 9:00 a.m. at the 57 Napier Street, Goderich unless otherwise determined.

(1) Library Board:
    a) shall seek to provide, in cooperation with other Boards, a comprehensive and efficient public library service that reflects the community's unique needs
    b) shall seek to provide library services in the French language, where appropriate
    c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
    d) may operate special services in connection with a library as it considers necessary
    e) shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
    f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
    g) shall make provision for insuring the Board's real and personal property
    h) shall take proper security for the treasurer
    i) may appoint such Committees as it considers expedient.

(2) While sitting as the Huron County Library Board, it shall consider matters pertaining to the provision of services related to the County Public Library System. Council has final approval overall budget and personnel related matters with respect to the County Library.

The order of business for the Huron County Library Board shall be as follows:

(1) Call the Meeting to Order
(2) Approval of Agenda
(3) Declaration of Pecuniary Interest and the General Nature Thereof
(4) Approval of the Minutes of previous Meeting
(5) Presentations
(6) Board Member Comments
(7) Reports from Library Staff
(8) Policy Review
(9) Correspondence
(10) Financial Statements
(11) Closed to the Public Session
- Reporting out of Closed to the Public Session

(12) Next Meeting
(13) Adjournment

9.4 AD HOC AND SPECIAL COMMITTEES

The Warden may, as deemed necessary, appoint an ad hoc or special committee to address specific matters referred by a motion of Council. The appointed committee shall be tasked with investigating the assigned matter(s) and reporting their findings or recommendations to Council within a specified timeline, as outlined by the Warden or Council.

PART 10.0 DUTIES OF CHAIR

(1) The Chair shall open the meeting by taking the Chair and calling the members to order.
(2) The Chair shall preserve order and decorum. He may, in common with any other member, call to order any member who shall violate any of the rules of order and shall, when in the chair, decide all questions of order subject to appeal to the members on the demand of any member, which appeal shall be determined by a two-third vote of the members present and he shall state the rule applicable to the case if required, on which appeal there shall be no debate.
(3) The Chair (except when he is disqualified to vote by reason of interest or otherwise) may vote and on division shall vote, with the other members on all questions.
(4) It shall be the duty of the Chair, whenever he understands a motion introduced to be contrary to the rules of the meeting or inconsistent with the matter to which it is intended to refer, to apprise the Council thereof before such motion is debated upon or put, citing the rule applicable to the case.
(5) The Chair may have the prerogative to request that a report be dealt with in the following manner:

a) Clause by Clause
b) Reverting to a Committee or Board
c) By calling for yea and nay vote

Upon requesting such action as indicated above, the regular rules of procedure shall apply.

(6) When the Chair sees fit to exercise his right to vote on any question before the Council, Board, Committee, Steering Committee or Sub-Committee he may explain his vote, but otherwise shall take no part in the discussion while in the Chair.
(7) The Chair shall support the position established by the majority vote of members.

PART 11.0 CONDUCT OF PROCEEDINGS

11.1 THE CHAIR SHALL

(1) announce the business before the members in the order of which it is to be acted upon;
(2) receive and submit, in the proper manner, all motions presented, by the members;
(3) 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;
(4) decline to put to vote motions which infringe the rules or procedure;
(5) restrain the members, when engaged in debate, within the rules of order;
(6) enforce on all occasions the observance of order and decorum among the members;
(7) call by name any member persisting in breach of the rules of order thereby ordering him to vacate the Council Chambers or meeting;
(8) to receive all messages and other communications and announce them to the members;
(9) authenticate, by his signature, when necessary, all By-laws, motions and minutes of the Council, Boards, Committees, Steering Committees or Sub-Committees;
(10) inform the members, when necessary or when referred to for the purpose, a point of order or its usage;
(11) adjourn the meeting when the business is concluded;
(12) adjourn the meeting without question put in the case of grave disorder arising in the Council Chambers.

In directing the course of debate, the Chair shall

(1) designate the member who has the floor when two or more members wish to speak;
(2) preserve order and decide questions of order;
(3) during a public meeting, limit any member of the public to speak no longer than four (4) minutes, without leave of the majority members.
(4) have the C.A.O. or Clerk read any motions that have not been included in or have been amended from the printed agenda, presented before permitting debate on the question, except when otherwise provided in this By-law;
(5) answer questions about or comment in a general way on a motion; however, if the

Chair wishes to make a motion or participate in discussion for the purpose of taking a particular position and attempting to persuade other members to that position, the Chair must first ask another member to assume the role of Chair and may not re-assume the role until after disposition of the motion.

11.2 MEMBERS

In addressing the Council/Board or Committee:

(1) no member shall speak until they have addressed themself to the Chair;
(2) no member shall speak to the same question, or in reply, for longer than four (4) minutes, without leave of the majority members;
(3) no member shall speak disrespectfully of His Majesty the King or any of the Royal Family, or the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
(4) no member shall use indecent, offensive or insulting language and shall avoid microaggressions, discriminatory or exclusionary practices in or against the Council, Board, Committee, Steering Committee or Sub-Committee or any member thereof;
(5) no member shall speak beside the question in debate;
(6) no member shall reflect upon any prior determination of the Council, Board, Committee, Steering Committee or Sub-Committee except to conclude such remarks with a motion to rescind such determination;
(7) no member shall interrupt the member who has the floor except to raise a point of order;
(8) no member shall disturb another, or the Council, Board, Committee, Steering Committee or Sub-Committee itself, by any disorderly deportment disconcerting to any member speaking;
(9) no member shall resist the rules of Council, Board, Committee, Steering Committee or Sub-Committee, or disobey the decision of the Chair or of the Council, Board, Committee, Steering Committee or Sub-Committee on questions of order or practice or upon the interpretations of the rules of order of the Council, Board, Committee, Steering Committee or Sub-Committee;
(10) no member shall be permitted to retake his seat at any meeting after being ordered by the Chair to vacate after committing a breach of any rule of order of the Council, Board, Committee, Steering Committee or Sub-Committee, without making apology and the consent of Council, Board, Committee, Steering Committee or Sub-Committee expressed by a majority vote of the other members present determined without debate;
(11) no member shall leave his place on adjournment until the Chair leaves his chair;
(12) no member shall walk across or out of the Chambers or make any noise or disturbance when the Chair is putting a question and each member present shall occupy his seat while a vote is being taken and until the result thereof is declared;
(13) 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;

(14) any member may appeal the decision of the Chair on a point of order to the Council, Board, Committee, Steering Committee or Sub-Committee which shall decide the question without debate upon a two-third vote of the members present;
(15) debate shall be restricted to each proposal in its turn when a question has been divided upon leave of Council, Board, Committee, Steering Committee or Sub-Committee;
(16) every member who shall be present when a question is put shall vote thereon unless the Council, Board, Committee, Steering Committee or Sub-Committee excuse him, or unless he is personally interested in the question;
(17) on any division, the yeas and nays shall be taken as the Statute directs;
(18) all members of Council shall be officially addressed as Councillor;
(19) all members of Council, Boards, Committees, Steering Committees or Sub-Committees shall support the majority decision of the Council, Boards, Committees, Steering Committees or Sub-Committees in all cases.

11.3 REPORTING

(1) For efficient communication purposes, at the next available Council Meeting, a Committee or Board shall report to Council draft minutes for information purposes. Amendments made to these minutes by Boards or Committees will be reported to Council.
(2) All Committees and Boards report to the Council upon any subject or matter referred to it by Council or dealt with between sessions of Council.
(3) Upon presentation of the report of any Committee to the Council, the Council may adopt the report as read or shall without debate resolve itself into “In Closed to the Public Session”.
(4) Any and all reports that may be considered “Confidential”, and is therefore to be considered “In Closed to the Public Session”, shall seek advice from the C.A.O. or the Clerk to ensure that the subject matter meets the criteria for a closed meeting discussion.

PART 12.0 MOTIONS AND AMENDMENTS

12.1 FORM

All motions not included in the printed agenda or amended from the printed agenda must be made in writing or verbally with the names of the mover and seconder before being read by the C.A.O. or Clerk or debated.

12.2 RE-READING AND ACTION

All motions not included in the printed agenda or amended from the printed agenda shall be read by the C.A.O. or Clerk for re-reading and action.

12.3 WITHDRAWAL

After the motion has been moved and seconded, it shall be deemed to be in possession of the Council, Board, Committee, Steering Committee or Sub-Committee but may be withdrawn at the request of the mover and seconder at any time before decision or

amendment, with the permission of the Council, Board, Committee, Steering Committee or Sub-Committee.

12.4 TO AMEND

1) An Amendment must be relevant to the motion and may be either compatible with or hostile to it but cannot be a simple negation of it.
2) No amendment shall be accepted that is in direct conflict to the original motion.
3) Only two amendments at any one time shall be moved to any motion and the amendments shall take precedence of original motions and shall be put in the reverse order in which they are made.
4) In the event of an amendment being made to any motion and an amendment to the amendment, the amendment to the amendment having been declared lost by the Chair, it shall be in order for another amendment to the amendment to be moved before the amendment to the motion is put, but no other amendment to the amendment shall be in order.
5) In the event of the amendment to the amendment being voted down, the amendment shall then be put and if the same be declared lost by the Chair, it shall be in order for another amendment to a motion to be moved, but it shall not be in order to move an amendment to said amendment, or to move another amendment to the original motion.
6) Each amendment and motion shall be voted on separately. The defeat of any amendment shall not be equivalent to the carrying of an original motion. Any motion or amendment before being declared carried must receive a majority of the votes of the members present.
7) No member shall speak upon any question before the Council, Boards, Committees, Steering Committees or Sub-Committees after the Chair has risen to put the motion of amendment upon same.

12.5 TO RECONSIDER

1) A motion to reconsider enables, within a limited time and without notice, to bring back for further consideration a motion which has already been voted on.
2) No motion to reconsider a decided matter shall be in order when the motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated.
3) A motion to reconsider is subject to time limits. A motion to reconsider can be made only on the same day the vote to be reconsidered was taken;
4) A motion to reconsider a decided matter may be introduced at the same Council, Board, Committee, Steering Committee or Sub-Committee which the original motion was decided.
5) A motion to reconsider shall be introduced either immediately following the vote on the motion to be reconsidered (if it is in order), or at any time during the meeting.
6) If the Chair determines there was a clear misunderstanding of the question that was put, then a motion for reconsideration shall be introduced immediately after the original vote was taken.

7) A motion to reconsider a decided matter shall require the approval of two- thirds of Council, Board, Committee, Steering Committee or Sub-Committee.
8) If a motion to reconsider is decided in the affirmative, then consideration of the original matter shall become the next order of business.
9) A motion to reconsider is debatable as to the reasons for or against reconsideration. The original motion is open for debate only if the motion to reconsider passes.
10) No motion to reconsider a decided matter shall be considered more than once during the same meeting.

12.6 TO RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

1) The effect of a motion to rescind is to strike out an entire main motion, resolution, rule, by-law, section or paragraph that has been adopted at some previous time;
2) A motion to amend something previously adopted is used if it is desired to change only part of the text or to substitute a different version;
3) No motion to rescind (or amend something previously adopted) a decided matter shall be in order when the motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated;
4) There is no time limit on making these motions after the adoption of the measure to which they are applied and they can be moved by any member, regardless of how they voted on the original question;
5) A motion to rescind a decided matter may be introduced at the same Council, or Committee, Board, Steering Committee or Sub-Committee at which the original motion was decided;
6) To put a motion to rescind (or amend something previously adopted) a decided matter on the table, previous notice must be given in accordance with Section 1.0 o), unless the Chair determines there was a clear misunderstanding of the original motion. In this case, the motion shall be introduced immediately after the vote is taken;
7) When previous notice was given or was not given, the motion to rescind (or amend something previously adopted) requires the approval of two-thirds of the members present at the meeting;
8) When previous notice was given, the matter shall be introduced at Section Councillor's Comments;
9) When previous notice was given, no motion to amend the motion to rescind (or amend something previously adopted) is in order if the amendment destroys the intention of the previous notice.

12.7 DEBATE

When a question is under debate, no motion shall be received unless it be:

1) a motion for adjournment;
2) for the previous question;
3) to lay on the table;
4) to postpone the question to a certain day;
5) to refer;
6) to amend, which shall severally have precedence in the order in which they are

named and the first three of which shall severally be decided without debate;
7) the previous question, until it is decided, shall preclude all amendments and debate of the main question and shall be in the following words: (That the question be now put) and if decided in the affirmative, the original question shall be put forthwith without amendments or debate;
8) when a motion to lay on the table prevails, the question so delayed may be called up again on any subsequent day, by motion as unfinished business;
9) every motion when seconded must be received by the Chair, except in cases provided for by these rules.

12.8 TO ADJOURN

A motion for adjournment shall always be in order except:

1) when a member is in possession of the floor;
2) when the yeas and nays are being called;
3) when the members are voting;
4) when the adjournment was the last preceding motion.

A motion to adjourn a meeting shall always require a seconder.

PART 13.0 TAKING THE VOTE

13.1 RECORDED VOTE

(1) Any member shall have the privilege of demanding a recorded vote on any question at the proper time.
(2) Upon a request for a recorded vote, the Clerk shall proceed to call the vote in a manner that provides for a random order.
(3) In recording the yeas and nays, the Clerk shall call the names of the members in random order, each member responding yes or no and before announcing the vote by the Chair, the Clerk shall, if requested, read the vote so taken.
(4) In all cases of a vote being taken, the Clerk shall proceed as directed in Section 13.1(3) of this by-law.
(5) On the yeas and nays being called, discussion will stop unless permission be granted by the Warden or Chair.

13.2 OPEN VOTE

All motions regularly moved and seconded that arise in the course of the proceedings, including various committee appointments by the Council shall be made by open vote as directed in this by-law.

13.3 SECRET BALLOT

A secret ballot shall be conducted for the Election of the Warden at the Inaugural Meeting as directed in this by-law Part 8.1(7).

PART 14.0 BY-LAWS

14.1 BY-LAW PROCESS

(1) Every By-law shall be introduced on the recommendation of an adopted report, or by an order of the Council. A by-law may be placed on the same Council Agenda as the staff report if it is time sensitive.
(2) A by-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read when printed in the agenda unless a member of council requires the by-law or any portion thereof to be read in full.
(3) By-laws may be introduced for first, second, third readings, and final passage by a single motion, unless separate readings are required to accommodate legislative requirements.
(4) At the request of any member, a by-law may be removed from the single motion and voted on separately.
(5) The proceedings at every meeting of Council shall be confirmed by the Confirmatory by-law so that every decision of Council at that meeting of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

14.2 PRIVATE OR LOCAL BY-LAWS

(1) That By-laws of a private or local nature shall be introduced by a petition, to be presented to some member.
(2) That any person whose property may be affected by any private or local By-law shall have the privilege of appearing before the Council, Board, Committee, Steering Committee or Sub-Committee to make objection to such By-law, either in person or by agent.
(3) Any municipality requiring a By-law confirmed for closing a road allowance shall petition the Council to that effect and produce evidence satisfactory to the County Council, that a By-law in accordance with the Statute providing for the same has been passed.

PART 15.0 PETITIONS, COMMUNICATIONS, CORRESPONDENCE AND DELEGATIONS

15.1 PETITIONS, CORRESPONDENCE AND COMMUNICATIONS

(1) Every petition, remonstrance, correspondence, communication, or other written application intended to be presented to the Council, Board, Committee, Steering Committee or Sub-Committee must be fairly written or printed and signed by at least one person.
(2) Every petition, remonstrance, correspondence, communication, or other written application intended to be presented to the Council, Board, Committee, Steering Committee or Sub-Committee, that directly relates to County services or a matter of shared interest to the Huron County Community or Member Municipalities, must have the approval of the C.A.O. or Warden.
(3) Every member presenting any petition, remonstrance, or other written application to the Council, Board, Committee, Steering Committee or Sub-Committee, shall examine the same and be answerable that it does not contain any impertinent or improper matter and that the same is respectful and temperate in its language and shall avoid microaggressions, discriminatory or exclusionary practices; he shall also

endorse thereon the name of the application and the substance of such application and sign his name thereto.

(4) All petitions or written communications on any subject within the cognizance of any standing committee shall be considered as referred to the proper committee without any motion unless otherwise ordered; and no members shall speak upon, nor shall a debate be allowed upon the presentation of a petition or other communication to the Council, Board, Committee, Steering Committee or Sub-Committee; but no member may move that in referring a petition or other communication certain instructions may be given to the Council, Board, Committee, Steering Committee or Sub-Committee or that the petition or communication shall be referred to a select committee, and if the petition or communication complains of some present personal grievance requiring immediate remedy, the matter contained therein may be brought into immediate discussion and disposed of forthwith.

(5) Every petition, remonstrance, correspondence, communication, or other written application intended to be presented to the Council, Board, Committee, Steering Committee or Sub-Committee must have the approval of the C.A.O. or Warden.

(6) Communications that Huron County Council have previously supported will be listed under “previously supported” in the agenda.

15.2 DELEGATIONS

(1) All individuals or delegations requiring a hearing before Council, Boards, Committees, Steering Committees or Sub-Committees, on a matter pertaining to business, shall make previous arrangements with the County Clerk, in order that the regular procedure may not be unnecessarily interrupted.

(2) All delegations at Council, Boards, Committees, Steering Committees or Sub-Committees must have the approval of the C.A.O. or Warden.

(3) No delegations shall be heard at any Council, Boards, Committees, Steering Committees or Sub-Committees meeting without advising ten (10) business days prior to such meeting. This may include business required to be referred to a Committee or Board of Council.

(4) All inquiries requiring to be answered in the minutes should be presented in writing.

(5) There shall be a limit of two (2) delegations permitted at each meeting unless approved by the C.A.O.

(6) All delegations shall provide, no later than ten (10) business days prior to a meeting a complete copy of their presentation or purpose of their delegation.

(7) All delegations are limited to ten (10) minutes for their presentation.

(8) All information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.

(9) Delegations may only appear once on a matter within twelve (12) months unless requested by a motion of Council or new pertinent information is being presented.

PART 16.0 MINUTES

16.1 MINUTE PROCESS

(1) The minutes of the Council, Board, Committee, Steering Committee or Sub-Committee are the official record of a meeting. The minutes of a meeting shall consist of a record of all members present and the names of those absent at any meeting and of all the proceedings taken during such meeting. All reports adopted and By-laws passed by the Council, and all matters ordered by the Council, shall be maintained by the Clerk.
(2) When the matter is referred from one Council meeting to another, the Clerk shall take cognizance of the same and lay the same before the Council at its next appropriate Meeting.
(3) Minutes of Boards, Steering Committees or Sub-Committees shall be considered at Council meetings under Consent section of the agenda.

16.2 MINUTE DISTRIBUTION

It shall be the duty of the Clerk to include copies of all minutes of Committees or Board meetings following the said meeting in the next available agenda.

16.3 RECORD OF MEETING

The official record of all Council, Committees and Board Meetings shall be the written minutes in accordance with the Municipal Act, Section 239 (1) which states that minutes of meetings are to be recorded without note or comment by the Huron County Clerk or designate. Motions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not in a written format. The record required shall be made by the Clerk, in the case of a meeting of Council; or the appropriate officer, in the case of a meeting of a local Board or Committee.

Recordings:
Recordings will be posted to the Huron County YouTube channel following the live virtual Zoom meeting

a) The recordings will be archived to the County of Huron's YouTube channel. Files will be hosted on the County's YouTube channel for a duration determined by the Legislative Services Department.
b) Recordings on the internet are part of the public realm and, as such, are subject to alteration by a member of the public with no municipal control over such alterations. The County assumes no liability associated with any alterations that may be made by a member of the public on the internet.
c) Access to public recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.
d) Closed session portions of any meeting shall not be available live virtually through Zoom and recordings will not be available to anyone except the Clerk's department for administration purposes but may be subject to release under the Municipal Freedom of Information and Privacy Protection Act.

16.4 RECORD MAY BE DISCLOSED

All information included in the agenda will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act. Clause 6 (1) (b) of the Municipal Freedom of Information and Protection of Privacy Act. This does not apply to a record of a meeting closed under Section 20 of this By-law.

PART 17.0 BUDGET PRESENTING PROCEDURE FOR ALL COMMITTEES

All Departments and Boards will review their budget requirements for the current year and submit same to Council for approval annually through the Council.

The complete and consolidated final budget shall be submitted to Council no later than that stated in the Municipal Act, S.O. 2001, c.25 as amended from time to time.

PART 18.0 COUNCIL/COMMITTEE/BOARD PAY

(1) All members and alternate members of Council will receive a full day per diem and mileage for attending any Council meetings as set by the County.
(2) In the event that a member of Council is called upon to attend a meeting tagged onto a Council or committee meeting, the Councillor shall receive payment as if it were one meeting. Organizers will attempt to schedule meetings on the same day as other meetings.
(3) Members will not simultaneously participate in more than one meeting or collect more than one per diem for attending meetings/events simultaneously.
(4) In the event that the Chair or a member of a Committee is called upon to attend a special meeting, not being a regular meeting, approved by the Warden, he is entitled to regular Committee pay and mileage for this purpose in accordance with Part 18, Subsection 1 of this By-law.
(5) If a Council member is absent for a County Council meeting because they are attending a function as an appointed committee member, Annual County Attendance is not negatively affected with an approved motion of Council.
(6) All members of Council must attend 75% of the Council meetings inclusive in order to receive the annual stipend as set by the County.
(7) Board, Committee, Steering Committee or Sub-Committee members and non-council members must be appointed by Council, with an approved motion, to receive compensation. Submission of the meeting attendance sheets will be the responsibility of the recording secretary/Director or designate.
(8) Council, Board, Committee, Steering Committee or Sub-Committee members will receive mileage and ½ day per diem as set by the County; unless attending a scheduled meeting for more than 2 ½ hours then those members will receive full day per diem as set by the County, for attending Board, Committee, Steering Committee or Sub-Committee meetings.
(9) The Warden and Councillors will receive Committee pay as set out in Section 18, of this By-law; and in addition will receive the annual honorarium as set by the County.
(10) Special meetings/workshops/education days held in collaboration with local municipalities or organizations will be submitted to local municipalities for per diems

with the exception of the Warden.

PART 19.0 MEETINGS OPEN OR CLOSED TO PUBLIC

19.1 MEETINGS OPEN TO PUBLIC

The guidelines and rules regulating meetings closed or open to the public are set out by the Municipal Act, 2001, S.O. 2001, c.25, as amended. Except as provided in Part 19 of this by-law, all regular Council, Boards, Committees, Steering Committees or Sub-Committees meetings shall be OPEN to the public and may not be closed except when going into a "Closed to the Public Session" to deal with a specific matter as outlined in Part 20 (2).

19.2 EXCEPTIONS

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

(1) the security of the property of the municipality or local Board;
(2) personal matters about an identifiable individual, including municipal or local Board employees;
(3) a proposed or pending acquisition or disposition of land by the municipality or local Board;
(4) labour relations or employee negotiations;
(5) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local Board;
(6) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
(7) a matter in respect of which a Council, Board, committee or other body may hold a closed meeting under another Act;
(8) 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;
(9) 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;
(10) 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
(11) 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.

19.3 OTHER CRITERIA

(12) A meeting shall be closed to the public if the subject matter relates to the consideration of 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.

(13) 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 the Municipal Act, 2001, S.O. 2001, c. 25, or the investigator referred to in subsection 239.2 (1).

19.4 EDUCATIONAL OR TRAINING SESSIONS

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:

(1) The meeting is held for the purpose of educating or training the members.
(2) 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.

PART 20.0 MEETINGS – CLOSED TO THE PUBLIC SESSION

20.1 CLOSED TO THE PUBLIC SESSION

CLOSED TO THE PUBLIC SESSION Section 239 of the Municipal Act, 2001 as amended, establishes principles of open and accountable governance and the parameters under which a Municipality, Board or Committee may hold a Closed to the Public Session for discussion, subject to Part 20 of this By-law.

(1) The rules of closed meetings and a Closed to the Public Session shall apply to members of Council, Boards, Committees, Steering Committees or Sub-Committees, and staff.
(2) There shall be a Closed to the Public Session listed on each agenda of each Council, Board, Steering Committees or Sub-Committees.
(3) Closed to the Public Session meetings shall be closed meetings and attendance by non-members is a privilege not a right. The C.A.O. and Clerk unless directed otherwise or designates shall be in attendance at all Closed to the Public Session meetings unless authorities have been delegated.
(4) There shall be a Motion for Closed to the Public Session meetings subject to Part 20 of this By-law as follows:
(5) Time noted going into a Closed to the Public Session
(6) Reason for the Closed to the Public Session
(7) General nature of subject matter to be considered
(8) Non-members attending
(9) Time noted rising from Closed to the Public Session
(10) Reporting Out of Closed to the Public Session
(11) The Warden or Chair shall prohibit discussion of any matter that was not disclosed in the Motion authorizing the closed meeting.
(12) A member may request the opportunity to go into a Closed to the Public Session

during the discussion of a specific report(s) and recommendation(s) following criteria outlined in Part 19 of this By-law.

(13) Voting during Closed to the Public Session meetings is restricted to procedural matters or for giving directions or instructions to officers, employees or agents of the County or Board of either of them or persons retained by or under a contract with the County.

(14) While in a Closed to the Public Session, a Motion that the Council, Board, Committee, Steering Committee or Sub-Committee "rise and resume sitting" in open session, shall always be in order and shall take the place of any other Motion without debate.

(15) All background material/reports shall be circulated to the members during the appropriate Closed to the Public Session and shall be collected prior to returning to open session.

(16) All Closed to the Public Session minutes and background reports shall be held by the Clerk in a secure location.

(17) When participating electronically in Closed Session discussions, Members and Staff must ensure confidentiality is maintained at all times. Each member participating by electronic means for a closed meeting shall participate in an enclosed space and ensure that no other person is present.

20.2 INVESTIGATION

A person may request that an investigation of whether a municipality or local Board has complied with Section 239 or a procedure By-law under Subsection 239.1 of the Municipal Act, 2001, S.O. 2001, c.25, as amended in respect of a meeting or part of a meeting that was closed to the public be undertaken by the Integrity Commissioner.

PART 21.0 SALE OF LAND

Before selling any land, the County and/or its local Board shall:

a) By By-law or motion, declare the land to be surplus;
b) Obtain at least one appraisal of the fair market value of the land; unless the land is being sold from one municipality to another; and
c) Give notice to the public of the proposed sale.

PART 22.0 DISTRIBUTION

A copy of this By-law shall be made available to each member of Council, Committee, Board, Steering or Sub-Committee.

VALIDITY AND SEVERABILITY

If any section, subsection, clause, paragraph or provision of this by-law are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, the same shall not affect the validity or enforceability of any other provision of this by-law

or of the by-law as a whole or part thereof an all other sections of the by-law shall be deemed to be separate and independent therefrom and enacted as such.

By-law Nos. 26-2011, 61-2012, 70-2012, 2014-117, 2017-025, 2018-008, 2018-067, 2019-089, 2020-024, 2020-053, 2020-067, 2022-060, 2024-089, 2026-006 are hereby rescinded.

Effective Date – This By-law shall come into force and effect on July 2, 2026.

Short Title – The short title of this By-law is the Procedural By-law.

READ a first time this 2nd day of July 2026.
READ a second time this 2nd day of July 2026.
READ a third time this 2nd day of July 2026.

Jamie Heffer, Warden

Susan Cronin, County Clerk