



Executive Committee Agenda

July 2, 2020

Electronic (Remote) Meeting

- 1. Call to Order**
- 2. Roll Call**
- 3. Declaration of Pecuniary Interest**
- 4. Action Items**
 - a. Bruce County Community Grant Applications for 2021
 - b. Flag at Half Mast Policy Revision
 - c. Anaphylaxis 'Nut-Aware' Policy and Supporting Materials
 - d. Economic Recovery Recommendation - Business Safety Supplies Grant
 - e. Procedure By-law Amendments

5. Closed Meeting

That the Committee move into a closed meeting pursuant to Section 239 (2) (e) of the Municipal Act, 2001 related to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and Section 239 (2) (f) of the Municipal Act, 2001 advice that is subject to solicitor-client privilege, including communications necessary for that purpose, to discuss:

- a. Legal Proceeding on Bruce County's Use of the Bruce A. Krug Estate - July 2020 Update
- 6. Rise and Report**
- 7. Act on Recommendations**

That in accordance with the Procedure by-law, staff be authorized and directed to give effect to the actions of the Executive Committee in respect of all resolutions passed during the July 2, 2020 meeting.

8. Next Meeting

August 6, 2020

9. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Donna Van Wyck, AMCT
Clerk

Date: July 2, 2020

Re: Bruce County Community Grant Applications for 2021

Staff Recommendation:

That the following Grant requests be included in the 2021 budget submission:

Organization	2021 Amount Recommended
Bruce Peninsula Trail Club	\$4,000
Celtic Heritage Society	\$5,000
Total	\$9,000

Background:

In March, 2017 the Bruce County Community Grants Policy was adopted. The Bruce County Community Grant Policy provides a framework for handling financial requests to Council. The Policy enables the County to set the amount to support community groups on an annual basis through budget deliberations. Additionally, the policy outlines project priorities that support the County's vision and strategic plan.

The following represents Community Grant applications received for consideration:

Organization	2020 Allocation	2021 Amount Requested	2021 Allocation	Project Overview
Peninsula Bruce Trail Club	\$0	\$4,000	\$4,000	1. provide information about conservation and stewardship along the Bruce Trail 2. raise awareness about safe and enjoyable hiking 3. facilitate group hiking activities 4. motivate individuals and families to become more active

Organization	2020 Allocation	2021 Amount Requested	2021 Allocation	Project Overview
				5. support local events and organizations with informational display and activities
Crime Stoppers	\$0	\$2,500	\$0	Request does not qualify under the Community Grant Policy
Celtic Heritage Society	\$0	\$5,000	\$5,000	1. engage all ages through programs to keep them connected with arts, culture and heritage through dance and music 2. to perform throughout local communities across Bruce County at events that engage the community
Total	\$0	\$11,500	\$9,000	

Financial/Staffing/Legal/IT Considerations:

\$10,000 was budgeted in 2020 for Community Grants of which \$7,500 was spent.

\$9,000 is the amount of qualified grant requests received for consideration in the 2021 budget.

There is no staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation.

Link to Strategic Goals and Elements:

None identified.

Approved by:



Sandra Datars Bere
Chief Administrative Officer



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Donna Van Wyck
Clerk

Date: July 2, 2020

Re: Flag at Half Mast Policy Revision

Staff Recommendation:

That the Flag at Half Mast Policy be approved as presented.

Background:

The existing Flag at Half Mast Policy was first created in 2015. Prior to that time a policy with respect to the half-masting of flags at County of Bruce facilities did not exist.

The purpose for establishing a Flag at Half Mast Policy for the County of Bruce was to provide a method whereby the County can bestow an honour and express a collective sense of sorrow by half-masting of flags as a dramatic visual statement that speaks to the sense of loss that is shared by all of the County's citizens. This practice is not mandatory for individuals or organizations but is a standard practice established by the Federal Government and followed by all Provinces that reflects a long-standing custom in Canada.

Financial/Staffing/Legal/IT Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

The Draft Policy was circulated to the Directors for their review.

Link to Strategic Goals and Elements:

None identified.

Approved by:

Sandra Datars Bere
Chief Administrative Officer



Policy: Flag at Half Mast Policy

Department:

Effective Date: January 1, 2015

Revision Date: July 2, 2020

Review Date: June, 2020

1. Purpose

The purpose of this policy is to set guidelines for flying flags at half-mast at County facilities to ensure fair and consistent application.

2. Policy Statement

It is the policy of the County of Bruce to control the flying of flags at County facilities, including the lowering of flags to half-mast to represent a period of official mourning or solemn commemoration as a sign of mourning.

3. Procedure

The Warden, CAO or his/her designate, are the only persons authorized to order the raising or lowering of flags at County facilities.

The Office of the CAO will be responsible for notifying all departments regarding the half-masting of flags with respect to the location, the reason, and the duration that the flag will be flown at half-mast. Department contacts responsible for County properties will be required to lower and raise the flags as per the Office of the CAO's notification. The Office of the CAO will maintain an inventory of all flags flown at the County Administration Centre and its corporate properties.

Upon notice of the death of an individual noted in this section, the appropriate staff at each location shall be immediately notified to take action to lower the flag(s):

- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- Current and former Governors General of Canada

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- Current and former Prime Ministers of Canada
- Current and former Lieutenant Governors of Ontario
- Current and former Ontario Provincial Premiers
- Locally elected representatives of the Federal, Provincial and Municipal governments
- Sitting members of County Council
- Warden or former Warden
- Employees of the County of Bruce
- An officer, firefighter, paramedic or other persons killed in the line of duty from the Bruce County Paramedic Service, Police Services within the County of Bruce, Fire Departments within the County of Bruce or local military personnel
- The death of a person whom it is desired to honour at the discretion of the Warden and Chief Administrative Officer (CAO) or their designates

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~~The Clerk-Treasury Department is responsible for ensuring/maintaining current affairs information to, as best as possible, identify when implementation of this policy may be required. For deaths that are listed in 1.0 a) of this policy, the division will act as the Warden's, CAO's designated and authorize implementation of the policy; and it will advise the Warden, CAO or his/her designate, of actions taken.~~

~~The Maintenance Department is responsible for co-ordinating the raising or lowering of flags, as determined by the Warden, CAO or his/her designate.~~

~~Flags will be flown at half-mast from the time of death up to and including the day of the funeral until the day after the funeral service.~~

1.0 Guidelines:

~~(a) All flags at all County facilities shall be flown at half-mast in recognition of the death of:~~

- ~~The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)~~
- ~~Current and former Governors General of Canada~~
- ~~Current and former Prime Ministers of Canada~~
- ~~Current and former Lieutenant Governors of Ontario~~
- ~~Current and former Ontario Provincial Premiers~~
- ~~Locally elected representatives of the Federal, Provincial and Municipal governments~~
- ~~An officer, firefighter, paramedic or other persons killed in the line of duty from the Bruce County Ambulance Service, Police Services within the County of Bruce, Fire Departments within the County of Bruce or local military personnel~~
- ~~The death of a person whom it is desired to honour at the discretion of the Warden and Chief Administrative Officer (CAO) or their designates~~

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Note: As per Canada's flag etiquette it is improper to fly the Canadian Flag with any other flag. "The National Flag of Canada should always be flown on its own mast or flag pole: flag protocol states that it is improper to fly two or more flags on the same mast or flag pole (for example, one beneath the other)."

<u>Location</u>	<u>Address</u>	<u>No. of Poles</u>	<u>Type of Flag</u>	<u>Contact Person for Half Masting</u>
<u>County Administration Centre</u>	<u>30 Park Street</u>	<u>3</u>	<u>Canadian Flag</u> <u>Ontario Flag</u> <u>County Flag</u>	<u>Mike Berberich -</u> <u>mberberich@brucecounty.on.ca</u>
<u>Courthouse</u>	<u>207 Cayley Street,</u> <u>Walkerton</u>	<u>2</u>	<u>Canadian Flag</u> <u>Ontario Flag</u>	<u>Jesse MacArthur - 519- 901-0341</u> <u>jmacarthur@brucecounty.on.ca</u> <u>Shawn Kelly - 519-270-8856</u> <u>skelly@brucecounty.on.ca</u>
<u>Lakeshore Hub</u>	<u>1243 MacKenzie Road,</u> <u>Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Brooke McLean -</u> <u>bmclean@brucecounty.on.ca</u>
<u>Museum</u>	<u>70 Victoria Street,</u> <u>Southampton</u>	<u>3</u>	<u>Canadian Flag</u> <u>Ontario Flag</u> <u>County Flag</u>	<u>Wayne Tanner - 519-270-9964</u> <u>wtanner@brucecounty.on.ca</u> <u>Chris Goss - 226-923-0944</u> <u>cgross@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>59-4th Street,</u> <u>Chesley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>1034 Queen Street,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>1065 Huron Terrace,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>915 Huron Terrace,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>550 Willoughby Street,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>535 Walter Street,</u> <u>Lucknow</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>4 Adam Street,</u> <u>Mildmay</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>510 Wellington Street, Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>539 Ivings Drive, Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>50 Park Street,</u> <u>Ripley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>

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<u>Location</u>	<u>Address</u>	<u>No. of Poles</u>	<u>Type of Flag</u>	<u>Contact Person for Half Masting</u>
<u>Bruce County Housing</u>	<u>116 Albert Street, Southampton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>5 Railway Street, Teeswater</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>22 James Street, Teeswater</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>#7432 Highway #6, Tobermory</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>308 John Street, Walkerton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>621 Mary Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>295 Frank Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Patrol Yard</u>	<u>94 Bruce Road 2, Walkerton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Chris Owens - 519-270-0751</u>
<u>Patrol Yard</u>	<u>545 Ludgard Street, Lucknow</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Greg Andress - 519-270-0757</u>
<u>Patrol Yard</u>	<u>890 Berford Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Larry Arnold - 519-270-0754</u>
<u>Patrol Yard</u>	<u>242 Canrobert Street, Paisley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Steve Cobeau - 519-507-0756</u>

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Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Sandra Datars Bere
Chief Administrative Officer

Date: July 2, 2020

Re: Anaphylaxis 'Nut-Aware' Policy and Supporting Materials

Staff Recommendation:

That the Anaphylaxis 'Nut-Aware' Policy be approved; and,

That staff, through a phased approach, take the necessary steps to implement the policy in the Bruce County Museum & Cultural Centre and all County operated Library Branches within the County of Bruce.

Background:

In February, Executive Committee provided direction to staff to continue to pursue and develop a County-wide 'nut-aware' policy, for library branches and the museum, in order to comply with the Policy on Ableism and Discrimination which recognizes Anaphylaxis as a disability under the Humans Rights Code, R.S.O. 1990, c. H.19 (Code) and the Canadian Human Rights Act, R.S.C., 1985, c. H-6. Over the past several months the County's working group, including the County Solicitor, has undertaken significant research towards understanding the legislative environment, previous case law and other matters relevant to formulating this draft policy and supporting materials - presented today for Committee's consideration.

Policy Overview:

In order to recognize the most common allergen of nuts which causes anaphylaxis and accommodate those with this condition, who enjoy both the County Museum and County operated Libraries, a County-wide 'nut-aware' policy has been recommended by the County's Solicitor. A 'nut-aware' policy does not guarantee the County's Facilities will be free of nuts or nut products but rather is intended to raise awareness and encourage voluntary compliance.

The policy (Attachment 1) includes the following key elements:

(3) Scope

- This Policy applies to the Bruce County Museum & Cultural Centre and all County operated Library Branches within the County of Bruce referred to as "Facilities".

(4) Procedures and Responsibilities - Reducing the Risk of Exposure

- All reasonable efforts will be made to control the environment at these Facilities in order to minimize the exposure to Nuts. This must be a collaborative process which involves parents/guardians, facility staff and all users.

(5) Communication Strategy

- Education and awareness
 - In the facilities, when registered programs are provided to children the County shall ensure that organizers discuss allergen awareness with children.
 - Information advising that the programs at the Facilities are Nut-Aware shall be made available to all registrants when enrolling in programs (Attachment 2a & 2b).
 - This Policy will be available to community members on the County website: <https://brucecounty.on.ca/anaphylaxis-policy> and redirected to this site from the Museum & Library sites.
- Signs and Notices
 - Nut-Aware signs/notices will be posted and maintained (Attachment 3a & 3b). A lot of thought has gone into the wording and picture on the signs taking into consideration users range in age, education and languages. The signage is intended to be clear to all.

(6) Parents/ Guardians Responsibilities

- All parents/guardians with children registered in a County operated programs who are known to be at risk of Anaphylaxis are required to notify the County of their child's condition and fill-out and provide an Individualized Plan (Attachment 4).

(7) Individualized Plans

- Individualized Plans shall include appropriate details (i.e. type of allergy, monitoring/avoidance strategies and appropriate treatment).

(8) Training Procedures

- Staff are to be advised of all children registered in their programs who have Anaphylaxis.
- Staff are not required to administer an Epi-pen.
- Appropriate County staff will be trained on the proper administration of an Epi-Pen so they can assist someone in an emergency situation (i.e. person unable to and if/when directed by emergency personnel).

(9) Exemptions

- This Policy does not apply to Private Events to which the public is not invited (i.e. weddings, birthdays, facility rentals, etc.).
- This Policy does apply to Public Events, however, organizers can apply for an exemption to the Policy to the Chief Administrative Officer (CAO) - the exemption form (Attachment 5) will be available on the County site.

Next Steps:

If approved by council, the working group will take the necessary steps to implement the policy, through a phased approach, in the Bruce County Museum & Cultural Centre and all County operated Library Branches within the County of Bruce. The working group has already prepared an implementation plan and developed the required forms and signage so the phasing in can start immediately, if approved. Training of staff will be rolled out in a few months and become part of the regular training.

Financial/Staffing/Legal/IT Considerations:

Total legal costs equal - \$10,559.85 (covered under the CAO's 2020 budget). Additional costs relating to implementing the policy including signage production, awareness materials, and staff time for training, communication, and implementation are expected.

Interdepartmental Consultation:

Interdepartmental consultations were held with the Museum, Library, Human Services, Workplace Engagement Services, and the Office of the CAO.

Link to Strategic Goals and Elements:

Goal #3 - Find creative ways to engage our public - community stakeholder consultation

Element B - Engage in cross-departmental streamlining - specialize in the solution not the department

Goal #6 - Explore alternate options to improve efficiency, service

Written by Cathy McGirr, Director, Museum & Cultural Services, Brooke McLean, Director, Library, Kathy Johnston, Early Years Supervisor, Human Services and Matt Meade, Corporate Strategic Initiatives Specialist, Office of the CAO.

Approved by:

A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent.

Sandra Datars Bere
Chief Administrative Officer



Policy: Anaphylaxis 'Nut-Aware'

Department: Office of the CAO

Effective Date: July 2, 2020

Revision Date(s):

Review Date:

(1) Purpose

To provide procedures for the management of Anaphylaxis in the Bruce County Museum & Cultural Centre and all County operated Library Branches within the County of Bruce referred to herein as (Facilities). This policy has been created to comply with the Policy on Ableism and Discrimination ("Policy on Ableism") which recognizes Anaphylaxis as a disability under the Human Rights Code, R.S.O. 1990, c. H.19 ("Code") and the Canadian Human Rights Act, R.S.C., 1985, c. H-6.

The Policy on Ableism recognizes a legal responsibility for service providers to accommodate people with potentially life-threatening allergies, as they would any other person living with a disability. This requires responsible parties to maintain accessible, inclusive, discrimination and harassment-free environments that respect human rights.

While Anaphylaxis can result from a number of known allergens, there is a specific emphasis in this Anaphylaxis 'Nut-Aware' Policy on one of the most common allergens: nuts and nut products.

The County is committed to phasing in a program whereby Nuts (as defined below) will not be sold at the Facilities. As well the County will take actions to train staff and educate the general public about Anaphylaxis and make the public aware of the County Policy to not sell Nuts and not to have Nuts brought into the Facilities, unless an exemption has been provided.

As the facilities are public open spaces, the County cannot guarantee that anyone using the Facilities will not have come into contact with nut products, and the library cannot guarantee

that books or other library materials have not come into contact with nut products. Signs will be posted requesting that the public adhere to this Anaphylaxis 'Nut-Aware' Policy.

(2) Definitions

Anaphylaxis: is a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock.

Anaphylactic Reaction: signs and symptoms of Anaphylaxis can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The way symptoms appear can vary from person to person and from episode to episode in the same person.

Symptoms of Anaphylaxis: generally include two or more of the following body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone, in the absence of other symptoms, can also represent Anaphylaxis.

- Skin - hives, swelling (face, lips, tongue), itching, warmth, redness;
- Respiratory (breathing) - coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing;
- Gastrointestinal (stomach) - nausea, pain or cramps, vomiting, diarrhea;
- Cardiovascular (heart) - paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or light-headedness, shock;
- Other: anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste.

Epinephrine: is the synthetic form of the hormone adrenaline that is used as the treatment or drug of choice to treat Anaphylaxis and life-threatening asthma attacks. This treatment can be life saving.

Epinephrine Auto-Injector: a medical device that is used to deliver a pre-measured dose (or doses) of Epinephrine. Also known as an "Epi-Pen".

Exemption Request: if any organizer, including County staff, wish to have a Public Event at any of the Facilities, open to the general public, which cannot comply with this Policy to not directly sell or serve Nuts an exemption request can be submitted to the Chief Administrative Officer (CAO). A condition of any exemption may be a fee for additional cleaning following the event, where necessary. If an exemption is granted it is from this Policy and not from the legislative requirement to comply with the Policy on Ableism.

Exemption: Private Events at the Facilities shall be exempt from this policy if: i) the events are private, ii) the general public is not invited; and iii) the organizers are responsible for the provision of food. All users of the County Facilities will be advised of this Policy and encouraged to comply.

Food Services: includes making, transporting or selling food products. This includes services such as catering, gift shops and vending machines. This list is non-exhaustive.

Nuts: as stated by Health Canada the priority nuts of concern are peanuts, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachio nuts and walnuts). This Policy refers to nuts and products that list nuts as an ingredient only. It is note that it cannot be guaranteed products without nuts listed as an ingredient have not come into contact with nuts.

Private Events: use or rental of part or all of a Facility for an event in which food is sold or served for to which the general public is not invited.

Public Events: use or rental of a portion of or the full Facility for an event in which food is sold or served for which the general public is invited.

(3) Scope

This Policy applies to the Facilities within the County. This Policy applies to the general public's use of the Facilities and to programs administered by the County for which children are registered.

While there is an exemption for Private Events, the County recommends that all users consider this Policy and cater to the needs of those with Anaphylaxis in order to fulfill their legal duty to accommodate.

(4) Procedures and Responsibilities - Reducing the Risk of Exposure

All reasonable efforts will be made to control the environment at these Facilities in order to minimize the exposure to Nuts. This must be a collaborative process which involves parents/guardians, facility staff and users.

While the County shall take all reasonable efforts to accommodate children with Anaphylaxis, there is no legal responsibility to reduce the risk of exposure to zero. **Despite best efforts, the County cannot guarantee a 100 percent Nut-free environment.**

(5) Communication Strategy

(i) Education and Awareness

In the Facilities, where registered programs are provided to children (in which the parents/guardians have advised the County that their child has a potentially life threatening allergy -Anaphylaxis) the County shall ensure that organizers discuss allergen awareness with children, encourage children not to share lunches or trade snacks and reinforce the importance of proper hygiene and effective hand-washing.

Information advising that the programs at the Facilities are Nut-Aware shall be made available to all registrants when enrolling in programs and to community members in general by way of posting this Policy on the County website and direct by way of signage at each Facility.

(ii) Signs and Notices

The County shall ensure that signs/notices are posted in the Facilities to provide public notice

that these Facilities are “Nut-Aware”. Additionally, as the County cannot guarantee that outside food products that are sold within these Facilities have not come into contact with nuts, the County shall post signs/notices where food is sold which indicates that certain products “may have come into contact with nuts or nut products”.

The County shall implement a strategy to ensure that signs/notices are consistently in place. Upon notification that a sign/notice is damaged or removed the County shall have staff post a new sign/notice.

(6) Parents/Guardians Responsibilities

All parents/guardians with children registered in a County operated program who are known to be at risk of Anaphylaxis are required to notify the County of their child’s condition and fill-out and provide an Individualized Plan which is available on the County website. This Plan requires that all relevant information to properly accommodate their child’s needs, to the extent reasonably possible, be provided. If the child has been prescribed an Epi-Pen the child shall self-carry at all times.

All parents/guardians with children not known to be a risk of Anaphylaxis should also ensure that they are complying with this Policy and encouraging their children to respect children with Anaphylaxis. Parents/guardians should ensure that their children are only bringing safe food products (i.e. no nut products or products that list nuts in the ingredient list) into the Facilities.

(7) Individualized Plans

This plan shall include details appropriate for the organizers, and appropriate staff who are in direct contact with the child on a regular basis, of the type of allergy, monitoring/avoidance strategies and appropriate treatment.

(8) Training Procedures

Organizers shall ensure that appropriate employees are advised of all children registered in their programs who have Anaphylaxis. County staff shall not be required to administer an Epi-Pen. Appropriate County staff will be trained on the proper administration of an Epi-Pen so they can assist someone in an emergency situation, if the person is unable to administer the Epi-Pen themselves, and when/if staff are directed to do so by the 911 operator or appropriate emergency personnel.

(9) Exemptions

This Policy does not apply to Private Events i.e. weddings/birthdays, meetings for which the organizer renting/using the Facilities provides or sells food products and takes full responsibility for accommodating the guests which they include in their Private Event.

Organizers of Public Events can apply for an exemption to the Policy to the Chief Administrative Officer. The exemption application must provide the event details and an explanation as to why the Policy cannot be complied with. The exemption form can be found

on the County Website. If an exemption request has been approved a notice will be required to be posted during the event advising the general public of the presence of Nut products. This notification must also be included in all marketing/promotional materials.

Event organizers will be advised of the County's desire for the Facilities to be Nut-Aware and encouraged to comply with this Policy to the extent possible.

(10) Supporting Material

Policy on Ableism and Discrimination Based on Disability (2016)

<http://www.ohrc.on.ca/en/policy-ableism-and-discrimination-based-disability>

Notice: Anaphylaxis Policy

The County's Anaphylaxis Policy aims to provide procedures for the management of Anaphylaxis at the Bruce County Museum & Cultural Centre and the Bruce County Library branches. The County of Bruce is committed to maintaining accessible and inclusive services at the County Museum and Library branches.

The County will be transitioning its Museum and Library branches to be "Nut- Aware" facilities. This Policy aims to implement that transition. A full copy of this policy is available at the Bruce County website. <https://brucecounty.on.ca/anaphylaxis-policy>

Community Involvement

To be successful awareness of the danger of nut and products that contain nuts is essential. Everyone needs to be aware that there are members of our community with this dangerous allergy and do our part to not bring any such products in the Museum and Library Branches.

Questions and Concerns

A FAQ page regarding this policy is available at the Bruce County website. <https://brucecounty.on.ca/anaphylaxis-policy>

Should you require any further information, please contact the County at 30 Park Street, Walkerton, Ontario or call 519-881-1297



Anaphylaxis Policy

This Anaphylaxis Policy aims to provide procedures for the management of Anaphylaxis at the Bruce County Museum & Cultural Centre and the Bruce County Library branches. The County of Bruce is committed to maintaining accessible and inclusive services at its Museum and Library Branches.

As nuts and nut products are the most common source of allergen, the County will be transitioning its Museum and Library branches to be "Nut-Aware" facilities.

A full copy of this policy is available at the Bruce County website.
<https://brucecounty.on.ca/anaphylaxis-policy>

What is Anaphylaxis?

Anaphylaxis is a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Signs and symptoms of anaphylaxis can occur within minutes of exposure to an allergen.

Common Symptoms include, but are not limited to:

Hives, swelling in face, itching, warmth and redness;
Coughing, wheezing, shortness of breath, chest pain
Nausea, dizziness, vomiting, passing out, weak pulse.

Controlling the Environment

By making everyone aware of the seriousness of Anaphylaxis and requesting that no Nut products be brought in or sold at the County Museum and Library Branches together we can minimize the risk of exposure. The County cannot guarantee a 100 percent allergen free environment.

Communication Strategy/Community Outreach

Increased education and awareness of Anaphylaxis will be achieved through a public notice in the local papers, signage at the Nut-Aware facilities, notice of the policy to all registrants in County run programming at the facilities and permanent posting on the County website. The County shall also encourage parents/guardians to play an active role in the prevention, communication and education strategies.

Questions & Concerns

A FAQ page regarding this policy is available at the Bruce County website.
<https://brucecounty.on.ca/anaphylaxis-policy>

Should you require further information, please contact us:

The Corporation of The County of Bruce

30 Park Street, Walkerton ON N0G 1V0
(519) 881- 1291
www.brucecounty.on.ca

If you see someone experiencing Anaphylaxis, Call 911.





BRUCE
county

ATTENTION!

This is a Nut Aware Facility

Please help keep our Museum & Libraries safe for those in our community with anaphylaxis. Do not bring products containing nuts into these facilities.

Thank you



ATTENTION!

This is a Nut Aware Facility

Please help keep our Museum & Libraries safe for those in our community with anaphylaxis.

Do not bring products containing nuts into these facilities.



Thank you





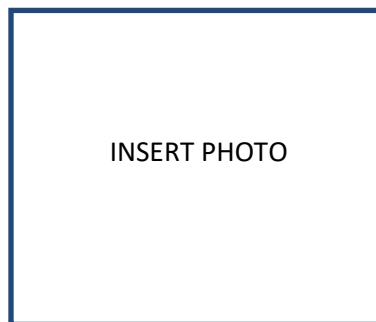
COUNTY OF BRUCE INDIVIDUAL ANAPHYLAXIS PLAN

I acknowledge that it is my responsibility to advise the County of any allergies or other medical conditions which may affect me or my child's participation in the program and have listed them below.

Child's Name: _____

Date of Birth: _____

Allergy/Medical Condition:



Food: The key to preventing an anaphylactic emergency is avoidance of the allergen. Children with food allergies should not share food or eat unmarked, bulk food or products with a "may contain" warning.

Prescribed Epinephrine Auto-Injector: ☐ Yes ☐ No

Child Self Carries Auto-Injector: ☐ Yes ☐ No

Other Information Relevant to Allergy/Condition: _____

A child having an anaphylactic reaction might have ANY of these signs and symptoms:

- Skin - hives, swelling (face, lips, tongue), itching, warmth, redness;
- Respiratory (breathing) - coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing;
- Gastrointestinal (stomach) - nausea, pain or cramps, vomiting, diarrhea;
- Cardiovascular (heart) - paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or light-headedness, shock;
- Other: anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste.

Act quickly. The first signs of a reaction can be mild, but symptoms worsen very quickly.

1. **Monitor** child who is self-administering own Epinephrine Auto-Injector.
2. **Call 911** tell them that the child is having a life-threatening allergic reaction.
3. **Get the child to the nearest hospital** (ensure the child is accompanied) even if the symptoms are mild or have stopped.
4. The Auto-Injector should accompany the child to hospital and be provided to the medical personnel or child's parent/guardian/emergency contact.
5. Call parents/guardians/emergency contacts.

Monitoring and Avoidance Strategies:

☐ I have attached additional information.

Parental Consent Form and Release of Liability

To the County of Bruce and all employees, representatives, officers, agents, affiliated community associations and volunteers associated therewith (collectively referred to as the County).

Program: _____ Dates of Program: _____

In consideration for me and/or my child participating in this program, I recognize that there are inherent risks associated with the Program. I hereby agree to release the County from all claims, liabilities, obligations and costs which I may have against the County arising out of injury, loss or damage while I or my child participate in the Program.

In the event that my child requires medical attention, I consent to my child being transported to the nearest emergency centre, including by ambulance if necessary, and accept that I am responsible for any costs of such ambulance service.

I have assisted with the development of this individualized plan for myself/my child and I understand and accept the terms set out herein.

Emergency Contact Information

Parent/Guardian Name

Alternative Contact/Name

Telephone

Telephone

Dr. Name

Dr. Telephone

Health Card Number

Expiry Date

Parent Signature

Date



Nut-Aware Public Events Exemption Application

Pursuant to the Anaphylaxis Policy, organizers may request an exemption from the requirement to not sell or serve Nuts (as defined in the Policy) at the Bruce County Museum & Cultural Centre and Library Branches.

Event Location: _____

Event Dates/Times: _____

Description of Event: _____

Reason for Request: (include ways that the policy can be met if at all, restrict food to certain areas etc., signage on food) - _____

Additional Comments: _____

_____ approval granted, as requested

_____ approval granted, with the following conditions _____

_____ approval denied

Chief Administrative Officer

Date



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Sandra Datars Bere
Chief Administrative Officer

Date: July 2, 2020

Re: Economic Recovery Recommendation - Business Safety Supplies Grant

Staff Recommendation:

That the Economic Recovery Recommendation to develop a Business Safety Supplies Grant for 2020 be endorsed; and,

That the total \$250,000 grant funding as part of the “Support the Bruce: Business Sustainability Fund” allocated to Business Safety Supplies Grant for 2020 be approved; and,

That the Warden and Clerk be authorized to execute an agreement(s) with the Bruce Community Futures Development Corporation and the Saugeen Economic Development Corporation to facilitate the Business Safety Supplies Grant; and,

That the County Treasurer be authorized to transfer up to \$250,000 from the loan to establish the Business Safety Supplies Grant; and,

That the release of funds to the Bruce Community Futures Development Corporation and the Saugeen Economic Development Corporation is authorized in accordance with the agreement(s).

Background:

On May 12, 2020, the County endorsed the ‘Economic Recovery Recommendations and Funding’ report in Executive Committee to create the “Support the Bruce: Business Sustainability Fund”. The report contained the background and funding rationale to support the creation of a funding package and detailed a number of program options to assist with the stabilization of the County’s business community.

One of those recommendations was the creation of a Grants Program similar to the program developed and executed in Bradford West Gwillimbury (BWG). Additionally, from both the Economic Task Force and Business Survey we have learned that the pandemic has heightened the requirements for the businesses to keep their employees and customers safe. It has also

heightened the need for businesses to create enhanced safety measures and the costs such as:

- Personal Protective Equipment (PPE) such as masks, gloves, gowns, plexiglass etc.
- Hard Surface Disinfectants
- Hand Sanitizers
- Methods/ ways to ensure physical distancing such as floor stickers, etc.

This report outlines the recommendation to develop a similar program to BWG with a focus on offsetting the costs associated to enhanced safety measures. In order to execute this grant, Bruce County would need to enter into an agreement with the two CFDC's namely Bruce Community Futures Development Corporation (BCFDC) and the Saugeen Economic Development Corporation (SEDC) to allow the disbursement of the grant funds. This grant will offer direct support to businesses to adapt to COVID-19 and will cover the operational costs as a result of this pandemic.

Business Safety Supplies Grant Overview:

The \$250,000 in funding for the Business Safety Supplies Grant will flow through the two CFDC's in Bruce County. CFDC's have business expertise and can provide business consulting services to support the businesses as needed. Additionally, administering this grant through the CFDC's makes the administration simple for both the applicant and CFDC's as they have existing processes in place.

In designing this grant program, the recommendation is to focus the funding on smaller businesses with less than 25 employees. A \$1,500 grant funding per business will be available to cover the costs of PPE, Hard Surface Disinfectants, Hand Sanitizers and methods/ ways to ensure physical distancing. This funding would potentially support up to 166 businesses in Bruce County.

The \$250,000 total grant funding would be from the "Support the Bruce: Business Sustainability Fund" as outlined in the May 12th report to Executive Committee as noted below:

Recommended Action	2020	2021	TOTAL
Loan Program in Partnership with CFDC's	\$750,000		\$750,000
Grant Program	\$250,000		\$250,000
Starter Company Plus	\$50,000	\$50,000	\$100,000
Summer Company	\$0	\$0	\$0
Spruce the Bruce Funding Increase	\$125,000	\$125,000	\$250,000
Business Pivot/ Adaptation Grant	\$150,000	\$150,000	\$300,000
Tourism Innovation Lab - Re-Imagine Your Tourism Business	\$50,000	\$50,000	\$100,000
		TOTAL	\$1,750,000

Program Details:

1. Eligibility Criteria

The grant will be given out to an operating business, with less than 25 employees, with a physical location in Bruce County.

2. Simple Application Process

One-page online application made directly to respective CFDC including a quote or invoice for the protective equipment and/or disinfectants.

3. Application Intake and Deadline

Applications will be accepted on a first come first serve and continuous basis. There will be continuous intake until funds are expended.

4. Application Review

Decision on selected applications and funding amounts made within 2 weeks from the date of the application. The funds will be dispersed in one payment to the approved applicants weekly.

Promotion:

As with the other programs included in the Support the Bruce: Business Sustainability Fund, program marketing campaigns will be developed and launched throughout Bruce County through traditional media (i.e. virtual media launch), social media, partner resources and other channels.

Through its continued support of businesses, the County is helping to move the economic development goal of entrepreneurial development from the Economic Development Strategic Plan forward. Entrepreneurial Development includes creating a supportive culture for entrepreneurs to explore business ideas and opportunities. Moreover, this recommended grant program will support businesses to find a new way of interacting with their employees and customers.

Conclusion:

These are unprecedented times, with no set recovery plan that can be followed. What we do know is that our business community is struggling and access to financing will provide supports that would help them through this unsettled time. The Business Safety Supplies Grant, along with the other fund options included in the Support the Bruce: Business Sustainability Fund, makes a complete support package working in tandem to help both business and community combat an array of needs, with a variety of choice.

Financial/Staffing/Legal/IT Considerations:

Section 106 of the Municipal Act prohibits municipalities from directly or indirectly assisting businesses through grants or bonuses. Despite Section 106, Section 108 provides that municipalities can deliver small business counselling services and programs and outlines various actions municipalities can take in support of these services. Section 106 and 108 are attached as Appendix 'A'.

Interdepartmental Consultation:

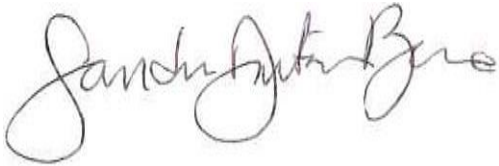
There was no interdepartmental consultation.

Link to Strategic Goals and Elements:

Goal: Stimulate and reward innovation and economic development

Element: Vocally support all industry in Bruce County

Written by: Kara Van Myall, Director and Manpreet Kaur Sangha, Economic Development Officer, Planning and Development

Approved by:A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent part.

Sandra Datars Bere
Chief Administrative Officer

APPENDIX 'A'

Municipal Act 2001, S.O. 2001, c. 25

ECONOMIC DEVELOPMENT SERVICES

Assistance prohibited

106 (1) Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

Same

(2) Without limiting subsection (1), the municipality shall not grant assistance by,

- (a) giving or lending any property of the municipality, including money;
- (b) guaranteeing borrowing;
- (c) leasing or selling any property of the municipality at below fair market value; or
- (d) giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).

Exception

(3) Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the *Planning Act* or under section 365.1 of this Act. 2001, c. 25, s. 106 (3); 2002, c. 17, Sched. A, s. 23; 2006, c. 23, s. 34.

Section Amendments with date in force (d/m/y)

General power to make grants

107 (1) Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1).

Loans, guarantees, etc.

(2) The power to make a grant includes the power,

- (a) to guarantee a loan and to make a grant by way of loan and to charge interest on the loan;
- (b) to sell or lease land for nominal consideration or to make a grant of land;

- (c) to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by council;
- (c.1) to provide for the use by any person of officers, employees or agents of the municipality upon such terms as may be fixed by council;
- (d) to sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by council; and
- (e) to make donations of foodstuffs and merchandise purchased by the municipality for that purpose. 2001, c. 25, s. 107 (2); 2006, c. 32, Sched. A, s. 49.

Section Amendments with date in force (d/m/y)

Small business counselling

108 (1) Without limiting sections 9, 10 and 11 and despite section 106, a municipality may provide for the establishment of a counselling service to small businesses operating or proposing to operate in the municipality. 2006, c. 32, Sched. A, s. 50.

Small business programs

(2) Without limiting sections 9, 10 and 11, a municipality may do the following things in order to encourage the establishment and initial growth of small businesses or any class of them in the municipality:

1. In accordance with the regulations made under subsection (10), establish and maintain programs for that purpose.
2. Participate in programs administered by the Crown in right of Ontario. 2006, c. 32, Sched. A, s. 50; 2017, c. 10, Sched. 1, s. 8 (1).

Permitted actions

(3) Without limiting sections 9, 10 and 11, a municipality may do the following for the purposes of a program referred to in subsection (2):

1. Acquire land and erect and improve buildings and structures in order to provide leased premises for eligible small businesses or for a corporation described in paragraph 4.
2. Despite section 106, to make grants to corporations described in paragraph 4.
3. Lease land to small businesses included in a program.
4. Enter into leases of land and other agreements related to the program with a corporation without share capital established by the municipality in accordance with section 203 for the purposes of encouraging the establishment and initial growth of small businesses or any class of them in the municipality.
5. Sell, lease or otherwise dispose of any personal property of the municipality to an eligible small business or to a corporation described in paragraph 4 or provide for the use of such property by the small business or corporation.
6. Provide for the use of the services of any municipal employee by an eligible small business or by a corporation described in paragraph 4.
7. Establish a municipal service board under this Act to administer a program or to administer the municipality's participation in a program referred to in subsection (2).

8. Appoint one or more of the directors of a corporation described in paragraph 4. 2006, c. 32, Sched. A, s. 50.

Grant includes loans

(4) The power to make grants under paragraph 2 of subsection (3) includes the power to make loans, to charge interest on the loans and to guarantee loans. 2006, c. 32, Sched. A, s. 50.

Same

(5) A corporation described in paragraph 4 of subsection (3) that leases any building or structure from the municipality shall use it for the purpose of providing leased premises to small businesses included in a program referred to in subsection (2). 2006, c. 32, Sched. A, s. 50.

Availability of assistance

(6) Despite section 106, a lease of land, the sale, lease or other disposition of personal property or the use of personal property or personal services under subsection (3) may be made or provided at less than fair market value. 2006, c. 32, Sched. A, s. 50.

Limitation

(7) Subsection (6) ceases to apply to an eligible small business on the third anniversary of the day it first occupied premises leased to it under this section. 2006, c. 32, Sched. A, s. 50.

Municipal service board

(8) The power of a municipality to raise money by the issue of debentures or otherwise for the acquisition of land or construction of buildings shall not be delegated to the municipal service board described in paragraph 7 of subsection (3), despite section 23.1. 2006, c. 32, Sched. A, s. 50.

Interpretation

(9) A business is an eligible small business if it is included in a program referred to in subsection (2) and it is in occupation of premises leased to it under this section. 2006, c. 32, Sched. A, s. 50.

Regulations

(10) The Minister may make regulations prescribing conditions that must be met before a municipality establishes a program under paragraph 1 of subsection (2). 2017, c. 10, Sched. 1, s. 8 (2).



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Donna Van Wyck
Clerk

Date: July 2, 2020

Re: Procedure By-law Amendments

Staff Recommendation:

That the Procedure By-law be amended as follows:

Section	Change/Addition
25.1	The Human Resources Committee was renamed to Workplace Engagement Services Committee
26.3 Corporate Services Committee	<p>Updated the wording for the Corporate Services Committee role:</p> <p>The Corporate Services Committee is responsible for the oversight of matters related to finance, purchasing, emergency management and facilities management. The Committee reviews both policy and operational matters and provides direction on the operations of the County.</p>
26.7 Information Technology Committee	<p>New addition to the by-law:</p> <p>The Information Technology Services Committee is responsible for all aspects of information technology including but not limited to end user computing, server, network, cloud infrastructure, software as a service vendor agreement, software licensing and voice and data communications.</p> <p>The Committee will review and approve IT-related projects and technology architecture initiatives, which require approval by the Committee. In considering</p>

Section	Change/Addition
	<p>such projects and initiatives, the Committee shall assess risk areas, including:</p> <ul style="list-style-type: none"> - data quality and data governance - privacy and protection of personal information - data security and information technology system controls - disaster and recovery planning - financial, reputational, compliance risks - sustainability considerations - project and system implementation risks
26.11 Transportation and Environmental Services Committee	<p>Updated the wording for the Transportation and Environmental Services Committee role:</p> <p>The Transportation and Environmental Services Committee is responsible for the oversight of permitting, year-round maintenance and for the capital improvements on the County road system and recreational trails. This Committee oversees environmental matters: waste management, County forests management, vegetation management, wildlife and fisheries management, and protected lands. The Committee also has oversight of public, specialized and active transportation. The Committee oversees land transactions for the County right of way.</p>
26.4 to 26.6 and 26.8 to 26.10 Executive, Homes, Human Services, Museum, Paramedic Services and Planning and Development Committees	Minor wording changes to Committee descriptions.

Background:

A review of the Duties of the Committees section of the County's Procedure By-law was undertaken and a result some updating of the description of the Committee's mandate has been included in the attached draft by-law.

The Information Technology Services Committee description is a new addition to the by-law.

Financial/Staffing/Legal/IT Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

Directors reviewed the Duties of the Committee section of the procedure by-law as it relates to their Department.

Link to Strategic Goals and Elements:

None identified.

Approved by:A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent part.

Sandra Datars Bere
Chief Administrative Officer



By-law Number 2020-~~034~~

A by-law to govern the proceedings of the Council and Committees of the Corporation of the County of Bruce

Section 238 (2) of the Municipal Act, 2001, S.O. 2001, c.25 requires every municipality to pass a procedure by-law governing the calling, place and proceedings of meetings:

Section 238 (2.1) of the Municipal Act, 2001, S.O. 2001, c.25 requires that the procedure by-law shall provide for public notice of meetings:

The Council for the Corporation of the County of Bruce enacts By-law 2020-~~034~~ as follows:

1. General Provisions

- 1.1 The proceedings of Council and its Committee and the calling of meetings shall be governed by the rules of procedure contained in this by-law.
- 1.2 All points of Order or Procedure not provided for in this by-law shall be decided in accordance with "Robert's Rules of Order" and the Warden or Chair shall submit the ruling without debate.

2. Definitions

- 2.1 "Act" means the Municipal Act, 2001, as amended from time to time.
- 2.2 "Chair" means the person presiding at a meeting whether it be the Head of Council, Acting Head of Council or Chairperson of any Committee.
- 2.3 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) or designate of The Corporation of the County of Bruce, appointed by by-law.
- 2.4 "Clerk" means the Clerk or designate of The Corporation of the County of Bruce, appointed by by-law.
- 2.5 "Closed Meeting" means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act, 2001 and Section 7.1, 7.2 and 7.3 of this By-law.
- 2.6 "Committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 2.7 "Council" means the elected members of The Corporation of the County of Bruce.
- 2.8 "County" means The Corporation of the County of Bruce.
- 2.9 "Head of Council" means the Warden (or Acting Warden) and who shall preside at all meetings of the Council.
- 2.10 "Majority" means more than half of the votes cast by members entitled to vote.

- 2.11 "Meeting" means 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.
- 2.12 "Member" means a Member of Council or a Committee as defined in this by-law.
- 2.13 "Minutes" means a record of the proceedings of Council or Committee, which includes the place, date, time, name of Chair, list of members in attendance, evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting without note or comment in accordance with Section 239(7) of the Municipal Act.
- 2.14 "Pecuniary Interest" includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the Municipal Conflict of Interest Act.
- 2.15 "Quorum" means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.
- 2.16 "Recorded Vote" means the recording of the name and vote of every Member of Council or a Committee who is present when the vote is called on any matter of question.
- 2.17 "Resolution" means a formal state of opinion or intention adopted by Council in accordance with these rules.
- 2.18 "Warden" means the Head of Council and the Chief Executive Officer of the County of Bruce, pursuant to Section 225 of the Municipal Act, 2001.
- 3. Inaugural Meeting**
- 3.1 The Council shall hold its first meeting in each year on the first Thursday of the month of December at 9:30 a.m. in the Council Chambers or such other location as Council may from time to time decide.
- 4. Regular Council Meetings**
- 4.1 Regular meetings of Council shall be held on the first Thursday of each month, except for January when Council will meet on the second Thursday at 9:30 a.m. in the Council Chambers at the County Administration Centre or at such other time or location within the County as may be determined by Council.
- 5. Special Meetings**
- 5.1 The Warden may at any time summon a special meeting of Council and it shall be their duty to summon a special meeting whenever requested in writing by a majority of the members of Council.
- 5.2 In case of the absence of the Warden, or if the office is vacant, or if the Warden refuses to act, a special meeting may be summoned by the County Clerk upon a request signed by a majority of the members of Council.

- 5.3 At special meetings of Council, the Council shall not decide upon any matter unless the matter has been specified in the Notice calling the meeting. This provision may be waived only where all members are present to vote upon a motion to waive it.
- 5.4 Notwithstanding subsection 5.3, the Warden may call a special Council meeting without notice to consider and deal with an emergency or other extraordinary matter and such meeting shall be deemed to have been properly constituted if at least two thirds of all members of Council are present at the meeting.
6. **Open Meetings**
- 6.1 Except as authorized under this By-law, all meetings shall be open to the public except for matters that qualify for consideration at a closed meeting as provided in Section 7.1, 7.2 and 7.3.
7. **Closed Meetings**
- 7.1 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- a) The security of the property of the municipality or local board;
 - b) Personal matters about an identifiable individual, including municipal or local board employees;
 - c) A proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) Labour relations or employee negotiations;
 - e) Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
 - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
 - h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or a territory or a Crown agency of any of them;
 - i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - k) A position, plan, procedure or 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.
- 7.2 **Other Criteria**
- A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

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

7.3 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:

- a) The meeting is held for the purpose of educating or training the members;
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

7.4 Resolution

Before holding a meeting or part of a meeting that is to be closed to the public, a Municipality or Local Board or Committee of either of them shall state by resolution:

- a) The fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or;
- b) In the case of a meeting that is an educational or training session, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed as an educational or training session.

7.5 As provided in Section 239 (5) of the Act, a meeting shall not be closed to the public during the taking of a vote.

7.6 Despite Section 244, a meeting may be closed to the public during a vote if,

- a) subsection (2) or (3) permits or requires the meeting to be closed to the public; and,
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board, or committee of either of them or persons retained by or under a contract with the municipality or local board.

7.7 Section 239.1 of the Municipal Act, S.O. 2001, c.25 permits a person to request an investigation of whether Council has complied with the requirements of the Municipal Act or this Procedure By-law governing a meeting or part of a meeting that was closed to the public.

7.8 Upon resuming open session, the Chair shall state:

- a) the matters which were considered and;
- b) confirmation that no motions were carried in closed other than procedural motions or directions to staff.

7.9 The Closed Meeting Procedures as adopted by County Council are attached as Appendix "A".

8. Quorum

- 8.1** The majority of all members of Council is necessary to form a quorum.
- 8.2** If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the members present.
- 8.3** If during the course of a meeting a quorum is lost the Chair shall declare that the meeting shall stand adjourned and all unfinished business shall be carried forward to the next meeting.
- 8.4** Where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum, provided this number is not fewer than two (2).

9. Absence of Warden

- 9.1** In the case of the absence of the Warden from illness or any other case, except death, or other circumstances rendering the Warden's seat in the Council vacant by law, the Council shall, from among the members appoint a Chair who during such absence shall have all the powers of the Warden.
- 9.2** In the case of the death of the Warden, or a vacancy in the Warden's Office under circumstances, which by law render the Warden's seat on the Council vacant, the members shall without delay at their first meeting thereafter proceed in the manner directed by law to elect a successor for the remainder of the term.
- 9.3** If at any meeting of the Council, the Warden is not in attendance within fifteen (15) minutes after the hour appointed the members present, being a quorum of the Council, may appoint a Chair from among themselves and such Chair shall have the same authority in presiding at such meeting, as the person would have had if present.
- 9.4** In the absence of the Head of Council, the Deputy Head of Council of all Bruce County Local Municipalities who are duly appointed pursuant to the Municipal Act are authorized to act on behalf of the Head of Council at all Bruce County Council and Standing Committee meetings and are given the same authority as the Head of Council.

10. Election of Warden

- 10.1** At the first meeting of the Council in each year, immediately after calling the roll and a quorum being present, the Council shall proceed to elect a Warden.
- 10.2** The term of office of the Warden shall be one year; however, this does not preclude the current Warden from serving multiple years if they choose to stand for re-election.
- 10.3** The election of the Warden shall be conducted by the Clerk or in their absence, the Deputy Clerk shall preside.
- 10.4** The election of the Warden shall be by secret ballot under the authority and direction of the Clerk.

- 10.5 Pursuant to the provisions of the Municipal Act and amendments thereto, for the purposes of the election of the Warden, each member of County Council shall have one vote.
- 10.6 Each candidate for Warden is permitted to speak a maximum of three minutes prior to the election of the Warden.
- 10.7 Where it appears to the Clerk, by asking for further nominations and receiving no response, that there are no further nominations, the Clerk shall call for a motion declaring nominations closed.
- 10.8 The names of all those nominated shall be submitted to the Council at the same time on equal size pieces of paper listing those nominated in alphabetical order.
- 10.9 Where there is an equality of votes the Clerk will conduct two additional ballots to determine the successful candidate. If equality exists after two additional ballots, the successful candidate shall be determined by the Clerk by placing the names of the candidates on equal sized pieces of paper in a box and one name being drawn by the Clerk. The name of the candidate drawn shall be declared elected Warden.
- 10.10 If more than two candidates are seeking the office of Warden, the candidate receiving the fewest number of votes shall be eliminated after the first ballot.
- 10.11 When a candidate has received a majority vote of Council, five (5), there will be no further ballots.
- 10.12 Where there is an equality of votes between the second and third or more candidates, the Clerk will conduct an additional ballot to determine which candidate will remain on the ballot for Warden. If equality exists after two additional ballots, the Clerk will conduct a draw as previously described and the name drawn would be eliminated. Once this has been decided, all the remaining candidates would be placed on the next ballot.
- 10.13 The Clerk will report the successful candidate to Council.
- 10.14 The Returning Officer for the election is to be an active Senior Partner of the County's Solicitor's firm.
- 10.15 The Clerk and the Chief Administrative Officer are the scrutineers and are to be bound to secrecy regarding the number of votes received by the candidates.
- 10.16 A candidate may voluntarily withdraw their name at any time during the process.
- 10.17 The Warden will call for a motion to destroy the ballots.

11. Powers and Duties of the Warden

- 11.1 The Warden as Head of Council, except where otherwise provided, shall preside at all meetings of the Council.
- 11.2 If a quorum is present, as soon after the hour fixed for a meeting of Council, the Warden shall call the meeting to order.
- 11.3 The Warden may expel any person for improper conduct at a meeting.
- 11.4 The Warden shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council; and when called upon to decide a point of order or practice shall state the rule or authority applicable to the case, without argument or comment. If objection be taken to the Warden's

ruling the Warden shall submit it to a vote of the Council without debate in the following words: "Shall the ruling of the Chair be sustained?" and the decision of the Council shall be final.

11.5 It shall be the duty of the Warden whenever he understands a motion introduced to be contrary to the rules of the Council 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.

11.6 It shall be the duty of the Warden:

- a) To open the meeting of Council by taking the Chair and calling the members to order;
- b) To announce the business before the Council in the order of which it is to be acted upon;
- c) To receive and submit, in the proper manner, all motions presented by the members of Council;
- d) 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;
- e) To decline to put to vote motions which infringe the rules or procedure;
- f) To authenticate, by signature, when necessary, all by-laws, resolutions and minutes of the Council;
- g) To inform the Council when necessary or when referred to for the purpose, a point of order or its usage;
- h) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things, to restrain the members when engaged in debate within the rules or order;
- i) To enforce on all occasions, the observance of order and decorum among the members;
- j) To call by name any member persisting in breach of the rules of order in the Council thereby ordering the member to vacate the Council Chambers.
- k) Where it is not possible to maintain order, the Warden may without any motion being put, adjourn the meeting to a time to be named by the Warden.

11.7 In addition to the duties imposed upon the Warden by the Municipal Act, or any other Act, the Warden shall also perform such duties as are defined in this by-law or as may be determined from time to time by by-law or resolution of Council.

11.8 The Warden is hereby authorized to consult with the Solicitor when the necessity arises, and any instructions the Warden may give to the Solicitor on behalf of the County in special cases shall be in writing.

12. Voting Rights for the Warden

12.1 The Warden may vote with the other members on all questions, except where disqualified to vote by reason of pecuniary interest or otherwise.

13. Warden Entering Debate

- 13.1** If the Warden desires to leave the Chair for the purpose of taking part in the debate or otherwise, shall call upon one of the Councillors to fill their place until they resume the Chair.

14. Order of Business

- 14.1** The Clerk shall prepare a Council agenda with the routine order of business for regular meetings of Council as follows:

- a) Roll Call
- b) Declaration of Pecuniary Interest
- c) Adoption of the Minutes
- d) Communications
- e) Delegations
- f) Reports from Staff
- g) Inquiries and Announcements
- h) Committee Minutes
- i) Notice of Motion
- j) Other Business
- k) By-laws
- l) Adjournment
- m) O Canada

15. Minutes

- 15.1** The minutes of the Council, as taken by the Clerk or designate, shall consist of a record of the names of the members present or absent at each meeting and of all proceedings taken in the Council. Pursuant to the Municipal Act, the minutes shall record all resolutions, decisions and other proceedings without note or comment.
- 15.2** The minutes of each Council meeting shall be presented to Council for approval at the next regular meeting.
- 15.3** After the Council minutes have been approved by Council they shall be signed by the Warden and Clerk.
- 15.4** After the Committee minutes have been approved by Council, they shall be signed by the Committee Chair.

16. Rules of Conduct and Debate

- 16.1** Every member desiring to speak must be recognized by the Warden.
- 16.2** Members shall only speak on the subject in debate.
- 16.3** No member shall interrupt a member who has the floor except to raise a point of order.

- 16.4 No member shall speak more than once to a question, except in explanation of a material part of his or her speech in which the member may have been misconceived, but then the member may not introduce a new matter.
- 16.5 When two or more members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.
- 16.6 No member shall use indecent, offensive or insulting language in or against the Council or any Councillors, staff, public or any other person.
- 16.7 A member called to order by the Warden shall immediately sit down, after which the Warden shall give the reason for calling the member to order, and the Council, if appealed to, pursuant to Section 11.3 shall decide on the case, if there is no appeal, the decision of the Warden shall be final and binding.
- 16.8 No person other than Council members, representatives or employees of the County and representatives of the news media shall be allowed to enter the lower circle without permission of the Chair.
- 17. Electronic Participation, Emergencies**
- 17.1 Members will be permitted to participate in both open and closed meetings. Allowing electronic participation in closed meetings is only available during emergencies. Once the emergency has ended, regular meetings rules will apply.
- 17.2 Members participating electronically will be counted towards quorum. Counting electronic participants for quorum purposes is only available during emergencies. Once the emergency has ended, regular meeting rules will apply.
- 17.3 Members participating electronically shall do so using telephone or video conferencing (Skype).
- 17.4 Members attending electronically shall verbally announce their vote when asked to do so by the Clerk or Deputy Clerk.
- 17.5 Committee members should dress (if video conference) and act as though in attendance in person. They are also responsible for ensuring there is no background noise at their location that would interfere with the meeting.
- 17.6 Members must connect electronically with the County no later than 15 minutes prior to the commencement of the Council or Committee meeting. Members attending electronically may leave a meeting early, however, members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Clerk to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection. This does not prevent the member from rejoining and announcing they have rejoined the meeting.
- 18. Electronic Participation Non-Emergency**
- 18.1 Members shall not participate in closed meetings.
- 18.2 Members shall not count for quorum purposes and a quorum of members must be physically present at the meeting.
- 18.3 Members may participate in debate, draft motions and vote.

- 18.4 Members participating electronically shall do so using telephone or video conferencing.
- 18.5 Members attending electronically shall verbally announce their vote when asked to do so by the Clerk or Deputy Clerk.
- 18.6 Committee members should dress (if video conference) and act as though in attendance in person. Members are also responsible for ensuring there is no background noise at their location that would interfere with the meeting.
- 18.7 Members must connect electronically with the County no later than 15 minutes prior to the commencement of the Council or Committee meeting. Members attending electronically may leave a meeting early, however, members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Clerk to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection. This does not prevent the member from rejoining and announcing they have rejoined the meeting.

19. Taping or Recording of Meetings

- 19.1 Council or Committee meetings, not held in closed, may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by another licensed telecommunications company, or by any other media at the back of the Council Chambers or meeting room and in such a manner as not to interfere with the proceedings of the meeting with advance notification to the Clerk, Head of Council or Chair of the Committee as the case may be.
- 19.2 Members of the public will be permitted to make recordings of proceedings provided that the action of recording does not interfere with the conduct of the meeting with advance notification to the Clerk or Chair of the Committee. Meetings which take place during closed session will not be recorded.
- 19.3 Should the recording interfere with the proceedings of the Council or Committee meeting; the recording privileges may be withdrawn. The ruling of the Presiding Officer or Chair shall be final unless by appeal to the Council which shall decide upon the question without debate.
- 19.4 When exercising the discretion to authorize the use of equipment such as described above, regard shall be had as to whether the use will be a distraction to the meeting, whether the use is required for an accessibility reason and also as to whether there is a recording secretary present with the capability of providing a complete record of the meeting.

20. Declaration of Pecuniary Interest

20.1 When present at meeting at which matter considered

Where a member, either on their own behalf or while acting for, by, with or through another has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the Municipal Conflict of Interest Act:

- a) Prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof; and,
- b) Not take part in the discussion of or vote on any questions in respect of the matter; and

- c) Not attempt in any way whether before, during or after the meeting to influence the voting on the matter.

20.2 Where member to leave closed meeting

Where a meeting is not open to the public, the member shall, in accordance with the requirements of the Municipal Conflict of Interest Act, forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the Municipal Act, 2001:

- a) Despite clauses 18.1 (b) or (c), the member may take part in the discussion of the matter, including making submissions to Council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
- b) In the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration.

20.3 When absent from meeting at which matter considered

Where the interest of a member has not been disclosed by reason of the member's absence from a particular meeting, the member shall disclose the member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the member after the particular meeting.

20.4 Written Statement re disclosure

At a meeting at which a member disclosed an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the committee or local board, as the case may be.

20.5 Influence

Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the County or local board, or by a person or body to which the County or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

20.6 Exception

However, if the County delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the Municipal Act, 2001 to a person or body, and the person or body is considering exercising that power with respect to a member, subsection 18.5 does not prevent the member from attempting to influence any decision of recommendation of the person or body that results from consideration of the matter.

20.7 Disclosure to be recorded in minutes

The Clerk shall record every declaration of interest and the general nature thereof, where the meeting is open to the public, in the minutes of the meeting.

Every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

21. Voting

21.1 Every member present at a Council meeting shall vote when a question is put, unless the member has declared a pecuniary interest in that matter and the member's declaration shall be recorded.

21.2 Any question that receives an equality of votes shall be declared to be negative.

21.3 When the Warden is putting the question, no member shall walk across or out of the room, or make any noise or disturbance, nor when a member is speaking, shall any other member pass between the member and the Chair.

21.4 Any member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the member speaking.

21.5 All decisions of Council shall require a majority vote except as otherwise set out in this by-law.

21.6 When called for by a member or when required by law, a recorded vote shall be taken and the results declared by the Clerk. A member may call for a recorded vote immediately prior to or immediately after the taking of a vote. On taking a vote the names shall be called in alphabetical order, or in reverse order, at the pleasure of the Warden if requested by any member.

22. Motions

22.1 All motions must be submitted in writing with the names of the mover and seconder, before being read by the Clerk or debated.

22.2 After a motion is read by the Clerk, it shall be deemed to be in the possession of the Council but may be withdrawn by a majority vote of Council.

22.3 Only two adopted amendments shall be allowed on the original motion before Council. The first vote to be called shall be on the first amendment, the next vote shall be on the second amendment, and the last vote shall be on the original motion as may be amended. Numerous amendments however may be introduced to obtain the first two adopted amendments to the original motion. Only two motions to amend an amending motion shall be permitted regardless of whether they pass or fail.

22.4 A motion to refer, until it is decided, shall precede all amendments of the main question.

22.5 A motion to amend shall:

- a) Be relevant to the main motion;
- b) Be debatable;
- c) Not be further amended more than once provided that further amendment may be made to the main motion;

- d) Shall be put in reverse order to that in which they are moved;
- e) Shall be decided or withdrawn before the main question is put to the vote

22.6 A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate except:

- a) When a member is in possession of the floor;
- b) When a vote is being called;
- c) When the members are voting;
- d) When adjournment was the last preceding motion

22.7 When a motion is under consideration, no motion shall be received unless it is:

- a) A motion for adjournment;
- b) To move the previous question;
- c) To lay on the table;
- d) To defer to a certain time;
- e) To refer; or,
- f) To amend

22.8 A motion to reconsider:

- a) Is debatable but not amendable;
- b) No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider is carried;
- c) No motion shall be reconsidered more than once during a twelve (12) month period;
- d) No motion to reconsider may itself be the subject of a motion to reconsider;
- e) A motion to reconsider shall not be introduced unless it is moved and seconded by two members from among those who voted with the majority;
- f) Must be supported by a majority vote of the members of Council before the matter to be reconsidered can be debated

22.9 A previous question, until decided, shall preclude all amendments and debate of the main motion and shall be put forthwith without debate.

The previous question shall be put as follows: "That the main motion be now put". If this motion is resolved in the affirmative, the main motion shall be put immediately without amendment or debate, but if the aforesaid motion is resolved in the negative the debate shall continue.

22.10 A motion to table removes the subject from consideration until a vote of Council lifts it from the table. A matter can be tabled for a specific period of time or tabled indefinitely. A motion to table cannot be debated or amended.

23. Notice of Motion

- 23.1 Any member of Council may give notice of intent that they will introduce a motion at the next or a subsequent meeting of Council to introduce a new matter, or initiate any measure to make any change in the Council's established policy. The giving of notice requires no seconder and is not at that time debatable.
- 23.2 All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.
- 23.3 Notices of Motions filed with the Clerk shall be directed to the next regular meeting of Council unless otherwise noted.

24. Committee of the Whole

- 24.1 The rules governing the procedures of the Council and the conduct of members shall be observed in Committee of the Whole, except that the number of times speaking on any question shall not be limited provided that no member speaks more than once until every member who desires to speak has spoken.
- 24.2 The only motions that may be approved during Committee of the Whole are motions to "amend", to "adopt" and to "rise and report". As a Committee of the Whole cannot adjourn, a motion to "rise and report" shall be put immediately and shall be decided without debate. As soon as the motion to "rise and report" is adopted, the Warden resumes the Chair.
- 24.3 The Warden may preside as Chair of Committee of the Whole or may appoint another member of Council to act as Chair. Any member so appointed shall have the same duties and powers as the Warden in the Chair of the Council.

25. Standing Committees of Council

- 25.1 There shall be the following Standing Committees of Council in addition to the Committee of the Whole Council:
- a) Corporate Services Committee
 - b) Executive Committee
 - c) Homes Committee
 - ~~d) Human Resources Committee~~
 - ~~e)d) Human Services Committee~~
 - ~~f)e) Museum Committee~~
 - ~~g)f) Paramedic Services Committee~~
 - ~~h)g) Planning and Development Committee~~
 - ~~h) Transportation and Environmental Services Committee~~
 - i) Workplace Engagement Services Committee

25.2 All members of Council shall serve on the Standing Committees.

25.3 Appointing Committee Chair

Committee Chairs are selected by Council in Committee of the Whole at the Inaugural Session and ratified by a motion of Council.

25.4 Committee Tenure

No member of Council shall be appointed to serve as the same Chair for more than three consecutive years without the permission of Council.

25.5 Quorum

Committee quorum shall be defined as 50% of the membership of the Committee, including the Warden.

25.6 Warden as Committee Member

The Warden shall be a member ex-officio of all Committees and may vote on all questions before the Committee.

25.7 Regular Committee Meetings

Regular Committee meetings shall be held on the first and third Thursday of every month, except for the months of July and August when the Committee's will meet on the first and second Thursday in the Council Chambers at the County Administration Centre or at such other time or location within the County as may be determined by Council.

25.8 Calling of Committee Meetings

The Warden shall represent the Council while the same is out of Session and the Warden is hereby empowered to summon a meeting of any Standing Committee or Special Committee whenever, in their judgment, the urgency of the matter or the interests of the County justify such action.

25.9 Committee Vacancy

In the event of a vacancy occurring for any reason the individual filling such vacancy shall assume the same rotational position on the same Committee as the individual who caused such vacancy to occur.

25.10 Committee Member

In the event of any person ceasing to be a member of County Council for any reason shall cease to be a member of all Standing and Special Committees.

25.11 Absence of Committee Chair

In the absence of the Chair of any Committee, the Warden shall preside and the Warden shall discharge the duties and possess all the powers and privileges of the Chair until their arrival. In the absence of the Chair and the Warden at any Committee, one of the other members shall be selected to preside and they shall discharge the duties and possess all the powers and privileges of the Chair.

25.12 Committee Chair Voting

The Chair of any Committee may vote on any question submitted for consideration and any case on which there is an equality of votes shall be declared to be negative.

25.13 Reporting Procedure

Each Committee shall report to the Council on every matter referred to it. No report shall be presented to or be received by the Council as the report of a Committee which shall not have been approved at a meeting of the Committee or a majority of its members, nor shall a report of a Committee be final or

anything done by virtue thereof until such report is approved by the Council unless where such Committee has been expressly authorized by the Council to deal with the questions.

25.14 Committee Rules of Procedure

It is the responsibility of each Committee to adhere to the same rules of procedure governing the procedures of Council as prescribed by this by-law. It shall be the duty of the Chair of each Committee to see that the business is conducted in accordance with such rules.

25.15 Responsibility to Act on Recommendations

No action shall be taken on Committee recommendations until the minutes have been approved by Council unless:

- a) the responsibility has been delegated to the Committee by Council through Council's delegation policy; or
- b) in the case of a time-sensitive matter, the Committee has directed in its minutes that action be taken prior to Council's adoption of its minutes.

26. Duties of the Committees

26.1 Committees shall establish regular meeting dates, times and locations at the beginning of each term. Meetings will generally be held in the County Administration Centre but may be moved to alternate locations on the recommendation of the Chair.

26.2 The role of the Committees shall generally be to:

- a) Make recommendations to Council on matters which are in their jurisdiction;
- b) Guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters;
- c) Receive public deputations and establish mechanisms to receive further public input on vital public policy matters.

26.3 Corporate Services Committee

The Corporate Services Committee is responsible for the oversight of matters related to finance, purchasing, emergency management and facilities management. The Committee reviews both policy and operational matters and provides direction on the operations of the County. Corporate Services is a dynamic service department for all of the other departments within the County. Our inquisitive nature provides opportunities to assist all departments on their journey to achieve the goals and objectives set out in their business plans. Together we explore new challenges and offer innovative expertise on how to explore opportunities to move the organization forward. This is accomplished through our five Divisions: Finance, Purchasing, Information Technology Services, Emergency Management and Facilities Division.

26.4 Executive Committee

The Executive Committee is responsible ~~for~~ for the oversight of matters that are outside the authority and responsibility of all other Standing Committees, generally related to the long-term strategic goals of the County of Bruce. Responsibilities also include administration related to County Council and legislation affecting the County.

26.5 Homes Committee

The Homes Committee is responsible for ~~oversight~~oversight of the management of the County Long Term Care Homes (Brucelea Haven and Gateway Haven) and ensures that all objectives, goals and policies are being achieved. The Committee shall ensure that all legislative and professional medical standards are being maintained in the care of the residents and shall exercise the powers set out in the Long Term Care Homes Act.

~~26.6 Workplace Engagement Services Committee~~

~~The Workplace Engagement Services Committee is responsible for all aspects of employment in the County, including recruitment, collective agreement negotiation, administration, policy and procedure development and implementation, employee benefits, job evaluation, health and safety, payroll and other Provincial legislation relating to employment.~~

~~26.7~~ Human Services Committee

The Human Services Committee is responsible for the oversight of human services programs in the County of Bruce including: Children’s Services Programs; Housing Facilities Programs; Housing Services Programs; Income and Employment Support Programs and Strategic Community Initiative Fund Programs. These programs are under the jurisdiction of: ~~the Ministry of Education; Ministry of Housing; the Ministry of Community & Social Services; the Province of Ontario (through provincial ministries) in partnership with and~~ the County of Bruce ~~respectively~~. The County is the Service System Manager for both Child Care and Early Years and Housing and Homelessness in the County of Bruce.

~~26.8~~ Information Technology Committee

The Information Technology Services Committee is responsible for all aspects of information technology including but not limited to end user computing, server, network, cloud infrastructure, software as a service vendor agreements, software licensing and voice and data communications.

The Committee will review and approve IT-related projects and technology architecture initiatives, which require approval by the Committee. In considering such projects and initiatives, the Committee shall assess risk areas, including:

- data quality and data governance
- privacy and protection of personal information
- data security and information technology system controls
- disaster and recovery planning
- financial, reputational, compliance risks
- sustainability considerations
- project and system implementation risks

26.8 Museum Committee

The Museum (Bruce County Museum & Cultural Centre) Committee is responsible for the oversight of the development of short and long term strategic goals as well as the responsibility of securing the funding necessary for the operation and capital maintenance of the Museum and Archives.

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26. ~~998~~ Paramedic Services Committee

The Paramedic Services Committee is responsible for oversight for the funding and service delivery of Paramedic Services. The Committee shall ensure that all legislative and professional medical standards are being maintained in the care of patients and shall exercise the powers set out in the Ambulance Act and its associated Regulations.

26. ~~109~~10 Planning & Development Committee

The Planning and Development Committee oversees two core functions including the oversight of ~~the~~ County- wide land use planning program including both strategic policy work and land use planning application delivery; and the provision of the economic development function which includes the delivery of core programs, administering grants and funding opportunities and managing various economic opportunities as they arise.

26.1 ~~110~~ Transportation and Environmental Services Committee

The Transportation and Environmental Services Committee is responsible for the oversight of permitting, year round maintenance and for the capital improvements on the County road system and recreational trails. This Committee oversees environmental matters: waste management, County forests management, vegetation management, wildlife and fisheries management, and protected lands. The Committee also has oversight of public, specialized and active transportation. The Committee oversees land transactions for the County right of way. The Transportation and Environmental Services Committee is responsible for the oversight of the summer and winter maintenance and for the capital improvements on the County road system composed of approximately 691 kilometers of collector and arterial roads, approximately 143 bridges (values including boundary roads and bridges) and 180 km of and recreational trails. This Committee also oversees environmental matters: the County's including waste management responsibilities that include; monitoring the consumption and remaining capacity of municipal landfill sites; monitoring the activities and volumes of municipal waste diversion; education of waste management practices; and undertaking the collection of municipal hazardous and special waste (MHSW), 13,000 hectares of as well as County forests, and environment on County property (vegetation, wildlife, fisheries, drinking water, protected lands). The Committee also has oversight of public and active transportation. The Committee is responsible to plan, coordinate, implement and manage public transportation/transit services in Bruce County at the County level.

26.124 Workplace Engagement Services Committee

The Workplace Engagement Services Committee is responsible for the oversight all aspects of employment in the County, including recruitment, collective agreement negotiation, administration, policy and procedure development and implementation, employee benefits, job evaluation, health and safety, payroll and other Provincial legislation relating to employment.

26.1 ~~132~~ Any matter which is not on the Committee Agenda or does not relate to a matter on the Agenda may be considered by the Committee if the members agree to consider it by a majority vote.

27. Special Committees

- 27.1** The Council or the Warden may from time to time as may be necessary appoint one or more Special Committees to which may be referred for report any matter sent to such Committee by the Council or the Warden.
- 27.2** The Council or the Warden when appointing a Special Committee shall be satisfied that the matter or matters referred are beyond the normal responsibility of any Standing Committee or other Committee referred to in this by-law.

28. Bruce County Library Board

The Bruce County Library Board performs such duties as are prescribed by the Statutes and County by-laws.

28.1 Composition

The Bruce County Library Board shall be comprised of seven members as follows:

- a) Warden
- b) Three elected members which includes one member from each of the following areas: Coastline (Huron-Kinloss, Kincardine, Saugeen Shores); Inland (Arran-Elderslie, Brockton, South Bruce); North (North Bruce Peninsula, South Bruce Peninsula)
- c) Three non-elected members which includes one member from each of the following areas: Coastline (Huron-Kinloss, Kincardine, Saugeen Shores); Inland (Arran-Elderslie, Brockton, South Bruce); North (Northern Bruce Peninsula, South Bruce Peninsula)

28.2 Term

Where non-elected individuals are appointed to the Library Board, the appointments shall reflect the requirements of the Library Act whereby the appointment term will coincide with the term of Council.

Where elected members are appointed to the Library Board, appointments shall reflect the term of Council.

29. Grey Bruce Board of Health

Public Health programs and services promote healthy living, protect the health of populations and prevent illness and disease. The Ontario Public Health Standards and the Health Protection and Promotion Act establish requirements and provide for the organization and delivery of fundamental public health programs and services. The Board of Health is responsible for the assessment, planning, delivery, management and evaluation of these programs and services.

The Health Protection and Promotion Act and R.R.O. 1990, Regulation 559: Designation of Municipal Members of Boards of Health, outline the requirements for the composition of Boards of Health.

The Warden and two members of Bruce County Council are appointed for a two-year term to the Grey Bruce Board of Health.

30. Bruce County Housing Corporation

The Board of the Bruce County Housing Corporation oversees the development and implementation of policies and procedures in the areas of tenant

placement, financial, facilities management and tenant administration as set out in the Corporations Act and the Housing Services Act.

31. By-laws

- 31.1 Every by-law shall be listed on the Agenda and will include a brief description of the intent of the by-law.
- 31.2 By request of any member any by-law(s) may be discussed or voted on individually.
- 31.3 All amendments to any by-laws approved by Council shall be incorporated into the by-law and if Council enacts the by-law, the Clerk shall record the amendments.
- 31.4 Any by-law may be debated, amended or referred to a Committee or to staff for further consideration.
- 31.5 When a by-law is being considered in Committee of the Whole, it shall be debated clause by clause or as otherwise considered advisable by the Warden and members of Council, leaving the preamble and title to be considered last.
- 31.6 Any changes to by-law(s) made in Committee of the Whole shall be reported by the Warden to Council and shall be received forthwith and the amendments so incorporated into the by-law(s).
- 31.7 The proceedings of every meeting of Council shall be confirmed by by-law so that every decision of Council at that meeting 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.
- 31.8 Every by-law passed by Council shall be dated, sealed and duly signed by the Warden and Clerk.

32. Petitions and Communications

Every communication, including a petition to be presented to Council shall be legibly written or printed and shall be signed by at least one person and filed with the Clerk.

33. Delegations

- 33.1 Delegations wishing to address Council must notify the Clerk seven (7) business days prior to the regular Council or Committee meeting.
- 33.2 Any person or group who is scheduled to appear as a delegation before Council or a Committee is requested to submit to the Clerk written or electronic documentation concerning the presentation not less than seven (7) business days preceding the meeting.
- 33.3 Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to this time limit will be at the discretion of the Warden.
- 33.4 No person shall be permitted to speak to Council more than once within six (6) months on the same topic without the prior permission of Council.
- 33.5 No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:
 - a) A tender or request for proposal which is either proposed, pending, or actually before Council or a Committee of Council for its consideration;

- b) Labour relations;
- c) Legal issues including the enforcement of By-laws, litigation and potential litigation;
- d) Insurance claims; or
- e) Contract negotiations.

33.6 Delegations not listed on the Agenda may be heard provided a majority of the members' present vote to hear the delegation.

34. Notice Provisions

34.1 The form, manner and times when notice will be provided to the public regarding specific by-laws and the holding of certain meetings is outlined in the County's Notice Policy.

34.2 The published Agenda on the County's website shall be considered as adequate notice of Regular and Special Council and Committee meetings.

35. Conflict

35.1 If there is any conflict between this by-law and any statute, the provisions of the statute prevail.

36. Repeal and Enactment

36.1 By-law number 2020-025 is hereby repealed.

36.2 This by-law shall come into force and effect on the date it is passed by Council.

Passed this 4th day of June, 2020

Mitch Twolan
Warden

Donna Van Wyck
Clerk

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Appendix “A” The Corporation of the County of Bruce

Closed Meeting Procedures

Effective Date: March 1, 2016 Revision Date: March 1, 2019
Reviewed by Staff: February, 2019

1. Coverage

This procedure applies to Council, Committees, Sub-Committees and Local Boards of the County of Bruce.

2. Purpose

This procedure defines the process on when closed meetings are to be held and the processes to be followed. The County of Bruce supports the principles of open and accountable governance. There are circumstances, however, where it is necessary to hold a closed meeting.

3. Procedure

Agenda

Agendas shall include closed meeting items, when required, including information surrounding the nature of the closed meeting item. The Agenda will also include confidential reports for discussion and Minutes for approval.

Confidential Reports

Whenever possible, written closed meeting reports are preferred over verbal reports as the former provides for a more detailed account of the confidential record. Whenever possible, written reports are to be distributed in advance in order to ensure that Council or Committee is prepared for any decisions they may need to consider in relation to a closed meeting discussion.

Staff who are considering labelling a report “confidential”, and therefore to be considered a closed meeting matter, should, if necessary, seek advice from the Chief Administrative Officer or Clerk to ensure that the subject matter meets the criteria for a closed meeting discussion.

Resolution to go into a Closed Meeting

A resolution to go into a closed meeting should voluntarily disclose as much information as possible about the subject matter to be discussed to provide transparency and accountability to the public. The reason must meet the criteria as set out in Section 239 of the Municipal Act, 2001.

If Council or a Committee is going into a closed meeting under Section 239 then the resolution must also include the following:

- Notation that the meeting is going into closed session under Section 239 of the Municipal Act

- A description of the subject matter to be discussed and the fact that the meeting is being closed under the specific subsection.

Discussion and Voting

Voting during closed meetings is restricted to procedural matters or for giving directions or instructions to officers, employees or agents of the municipality or committee of either of them or persons retained by or under a contract with the municipality.

It is recommended that where voting is permitted that formal motions be utilized for voting.

The Warden or Chair shall prohibit discussion of any matter that was not disclosed in the resolution authorizing the closed meeting.

Minutes

The Clerk or delegate takes minutes of the closed meeting. In the event the Clerk or delegate are excused from the closed portion of the meeting, the C.A.O. will document the proceedings. The C.A.O. has been delegated the authority to record closed proceedings, by the Clerk.

Once back in the open meeting the Warden or Chair shall confirm that the Council or Committee discussed only those matters identified in the resolution to go into a closed meeting and recorded in the minutes.

Approval of Closed Meeting Minutes

Closed meeting minutes shall be approved at the next closed meeting.

Circulation of Closed Meeting Minutes and Confidential Reports

Closed meeting minutes and confidential reports shall be published through eScribe and notification sent to the members.

Recipients shall not copy, forward or in any way share the confidential information.