



Committee Report

To: Warden Janice Jackson
Members of the Executive Committee

From: Donna Van Wyck
Clerk

Date: May 19, 2022

Re: Procedure By-law Changes

Staff Recommendation:

That the following changes to the Procedure By-law be approved; and,

Section	New/Amended
2. Definitions	“Electronic Means” - means telephone, video or audio conferencing whereby members, staff and the public are able to hear the person(s) participating by electronic means and the person(s) participating by electronic means are able to hear members, staff and the public.
2. Definitions	“Electronic Participation” - means the participation in a meeting of a member who is not physically present in the room but through electronic means such as audio only communication or audiovisual communication.
2. Definitions	“Hybrid” - means a meeting which is held both in-person and through electronic participation where members and staff may choose to attend through either method while the meeting is being livestreamed.
17.3 Electronic Participation	Members participating electronically shall do so using telephone or video conferencing (i.e., Microsoft Teams).
17.5 Electronic Participation	Members attending electronically shall vote using Vote Manager in eScribe or shall verbally announce their vote. The Clerk or designate shall announce the results of the vote at that time so that all members are clear on the result.
17.7 Electronic Participation	In-person participation shall remain the primary method of participation by members. Members of Council wishing to participate by electronic means must notify the Clerk or Deputy Clerk prior to the meeting that they wish to attend electronically. A) Each member participating in a meeting by electronic means shall connect at least 15 minutes before the beginning of the meeting.

Section	New/Amended
	<p>B) Each member participating in a meeting electronically must use both video and audio unless connectivity or technical issues prevent it.</p> <p>C) Each member participating by electronic means shall mute his or her electronic device when he or she is not speaking.</p> <p>D) Each member participating by electronic means for a closed meeting shall participate in an enclosed space and ensure that no other person is present.</p> <p>E) Each member participating by electronic means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.</p> <p>F) Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection does not affect quorum, the meeting will continue in the absence of the member(s).</p> <p>G) Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection affects quorum, the Chair shall recess the meeting for fifteen (15) minutes to provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting shall be adjourned, and the remaining business addressed at a subsequent meeting.</p>
<p>32.5 Delegations</p>	<p>No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:</p> <ul style="list-style-type: none"> 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 f) An application for development or amendment to the Planning Act for which a public meeting has already been held, pursuant to the provisions of the Planning Act, as amended from time to time.

That a by-law be introduced to govern the proceedings of the Council and Committees of the Corporation of the County of Bruce; and

That By-law 2021-039 be repealed.

Background:

Following are proposed changes being recommended to the Procedure By-law:

Section	Current	Proposed
2. Definitions	New	“Electronic Means” - means telephone, video or audio conferencing whereby members, staff and the public are able to hear the person(s) participating by electronic means and the person(s) participating by electronic means are able to hear members, staff and the public.
2. Definitions	New	“Electronic Participation” - means the participation in a meeting of a member who is not physically present in the room but through electronic means such as audio only communication or audiovisual communication.
2. Definitions	New	“Hybrid” - means a meeting which is held both in-person and through electronic participation where members and staff may choose to attend through either method while the meeting is being livestreamed.
17.3 Electronic/Hybrid Participation	Members participating electronically shall do so using telephone or video conferencing (i.e., Skype).	Members participating electronically shall do so using telephone or video conferencing (i.e., Microsoft Teams).
17.5 Electronic/Hybrid Participation	Members attending electronically shall verbally announce their vote when asked to do so by the Clerk or Designate.	Members attending electronically shall vote using Vote Manager in eScribe or shall verbally announce their vote. The Clerk or designate shall announce the results of the vote at that time so that all members are clear on the result.
17.7 Electronic/Hybrid Participation	Members must connect electronically with the County no later than 15 minutes prior to the commencement of the Council or Committee meeting.	In-person participation shall remain the primary method of participation by members. Every effort shall be made by members

Section	Current	Proposed
	<p>Members attending electronically may leave a meeting early, however, members must announce their departure prior to leaving the meeting.</p> <p>If electronic connection is lost during a meeting, no effort will be made by the Clerk or designate 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.</p>	<p>to attend meetings physically in-person.</p> <p>A) Members of Council wishing to participate by electronic means shall notify the Clerk, or designate, as soon as practicable prior to the scheduled meeting of his/her intent to participate electronically.</p> <p>B) Each member participating in a meeting by electronic means shall connect at least 15 minutes before the beginning of the meeting.</p> <p>C) Each member participating in a meeting electronically must use both video and audio unless connectivity or technical issues prevent it.</p> <p>D) Each member participating by electronic means shall mute his or her electronic device when he or she is not speaking.</p> <p>E) Each member participating by electronic means for a closed meeting shall participate in an enclosed space and ensure that no other person is present.</p> <p>F) Each member participating by electronic means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.</p> <p>G) Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection does not affect quorum, the meeting will continue in the absence of the member(s).</p>

Section	Current	Proposed
		H) Where a loss of connection, or any connection issue impedes the ability of a member(s) to participate in the meeting in real time, and the loss of connection affects quorum, the Chair shall recess the meeting for fifteen (15) minutes to provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting shall be adjourned, and the remaining business addressed at a subsequent meeting.
32.5 Delegations	<p>No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:</p> <ul style="list-style-type: none"> 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. 	<p>No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:</p> <ul style="list-style-type: none"> 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 f) An application for development or amendment to the Planning Act for which a public meeting has already been held, pursuant to the provisions of the Planning Act, as amended from time to time.*

*Note

By adding item “f” it would specifically address:

- Applications for Plan of Subdivision (public meeting held by local municipality, with minutes forwarded)

- Applications for Local Official Plan Amendment (public meeting held and by-law adopted by local municipality, with minutes forwarded)

Adding “f” would not address:

- Public meetings for amendments to the County Plan
- Meetings for contested consents that have no other public meeting requirement

Financial/Staffing/Legal/IT Considerations:

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

Interdepartmental Consultation:

The Planning Department requested the addition to Section 32.5 Delegations.

Link to Strategic Goals and Elements:

None

Approved for Submission:

Derrick Thomson
Chief Administrative Officer