

COUNTY OF ELGIN

By-Law 25-XX

**“TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES
ESTABLISHED BY THE CORPORATION OF THE COUNTY OF ELGIN”**

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Corporation of the County of Elgin did pass By-Law 25-06, being a procedure by-law governing the calling, place and proceedings of meetings of Council;

AND WHEREAS the Council of the Corporation of the County of Elgin deemed it expedient to pass a separate by-law, being By-Law 23-01, as amended by By-Law 25-01, in order to make and establish rules and regulations for the mandate and meeting procedures under which local boards and committees of council are to operate;

AND WHEREAS Council deems it expedient to adopt a replacement By-Law to make and establish rules and regulations for the mandate and meeting procedures for local boards and Committees established by Council;

AND WHEREAS Council has established Committees that are comprised of members of the public, staff and Members of Council;

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. This By-Law will come into force and take effect on the date of its passing.
2. By-Laws No. 23-01 and 25-01 are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF MARCH 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.

Appendix "A"

By-Law No. 25-XX

1. Definitions

(a) In this By-Law:

"Act" means the *Municipal Act, 2001* S.O. 2001, Chapter 25, as amended.

"Ad Hoc Committee" means a committee, sub-committee or similar entity of which at least 50 per cent of the Members are also Members of Council, appointed by Council to review and report on a specific issue. Once the final report is delivered and a resolution of Council is adopted concerning the specific issue, the Ad Hoc Committee is automatically dissolved.

"Advisory Committee" means a committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.

"CAO" means the Chief Administrative Officer of the County or his or her designate.

"Clerk" means the person duly appointed, by By-Law, pursuant to Section 228 of the Act, as a Clerk, or Deputy Clerk of the County.

"Chair" means the position of the person appointed to preside, or presiding at, a Meeting, whether that person is the regular Chair or not.

"Closed Session" means a Meeting, or any portion thereof, of Council or Committee that is not open to the public, pursuant to Section 239 of the Act or any successor provision thereto.

"Committee" means any advisory or other committee created by Council, of which at least one Member is also a Member of Council, which is established under any Act with respect to the affairs or purposes of one or more municipalities.

"Council" means the elected Mayors and/or Deputy Mayors or alternate(s) of the County's constituent municipalities when they sit in a deliberative assembly.

"County" means the Corporation of the County of Elgin.

"Delegation" means to address Council or Committee at the request of the person wishing to speak.

"Ex-Officio" means a member who has the right, but not the obligation, to participate in the proceedings of a Meeting, and is not counted in determining the number required for a quorum or whether a quorum is present at a meeting. Ex-Officio cannot attend a Committee Meeting if by attending a minimum quorum of Council is created.

"Legislated Committee" means a statutory committee established under legislation.

"Meeting" means an event wherein business is transacted for any regular or special purpose by Council or local board, or Committee or sub-Committee, of either of them, as the case may be, 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 Council, local Board or Committee.

"Member" means a person that is a member of Council for the County of Elgin; or a person appointed by Council to a Committee.

“Minutes” means a written Record of Meetings of a Committee, and the Minutes are to include the events of the Meeting, a list of attendees, a statement of the issues considered by the Members, and related responses and decisions on issues.

“Open Meeting” means a Meeting, or portion thereof, that is not held in Closed Session.

“Pecuniary Interest” means an interest, whether direct or indirect, that meets the criteria set out in the *Municipal Conflict of Interest Act*, RSO 1990, c. M.50, ss. 2, ss. 3.

“Quasi-Judicial Board” means a local board or committee that has been delegated Council’s decision-making powers and makes quasi-judicial decisions.

“Quorum” means a majority of the whole number of Members of the Committee, including the Chair.

“Secretary” means the person responsible for recording the Minutes, the preparation of the agenda and the preparation of any resulting correspondence.

“Standing Committee” means a Committee established by Council, comprised entirely of Members of Council, to carry out duties on an ongoing basis, as specified by Council.

“Steering Committee” means any advisory body, roundtable or other body Council established to advise on specific areas of interest, with Members of the public and staff making up more than 50 per cent of the membership and Council Members or other elected officials making up the rest.

“Terms of Reference” means the document that defines the establishment, mandate/objectives, composition, reporting requirements, term of appointment, and meeting frequency of each Committee of Council.

“Warden” means the Warden of the Corporation of the County of Elgin, in accordance with the Act.

2. Purpose

- (a) This By-Law (referred to as Council Committee By-Law) establishes the meeting procedures and mandate for Council Committee meetings.

3. Principles of the Council Committee By-Law

- (a) The principles of openness, transparency and accountability to the public guide the County’s decision-making process. In the context of Committee Meeting proceedings, this is accomplished by:
- (i) Ensuring the decision-making process is understood by the public and other stakeholders;
 - (ii) Providing access to information and opportunities for input by the public and other stakeholders;
 - (iii) Exercising and respecting individual and collective roles and responsibilities provided for in this By-Law and other statutory requirements;
 - (iv) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals have the opportunity to participate.
- (b) The principles of parliamentary law governing Committee Meetings include:
- (i) The majority of Members have the right to decide;
 - (ii) The minority of Members have the right to be heard;

- (iii) All Members have the right to information to help make decisions, unless otherwise prevented by law;
- (iv) All Members have a right to an efficient Meeting;
- (v) All Members have the right to be treated with respect and courtesy; and
- (vi) All Members have equal rights, privileges and obligations.

4. Application

- (a) The rules and regulations contained in this By-Law set out the rules of order for the dispatch of business in Committee Meetings and shall be observed in all proceedings of Committees appointed by Council.
- (b) Except as otherwise provided for in this By-Law, all Committees must conform to the rules governing the procedures of a meeting of Committee of the Whole as outlined in Council's procedural By-Law 25-06, as may be amended or replaced.
- (c) Where an applicable procedure prescribed by the Council's Procedural By-Law refers to a Councillor, that reference is deemed to refer to any Member of a Council Committee.

5. Interpreting the Council Committee By-Law

- (a) In the event of conflict between this By-Law and a valid and binding statute, the provisions of the statute prevail.
- (b) A specific statement or rule in this By-Law has greater authority than a general one.
- (c) If there is a conflict between two or more rules in this By-Law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Secretary, a Clerk, the CAO, or, rely on previous rulings or practices, or refer to *Robert's Rules of Order* (Newly Revised).

6. Suspension of Rules

- (a) The rules and regulations contained herein that are discretionary and not mandatory under statute may be temporarily suspended by a two-thirds vote of the whole Committee, with the exception of the following circumstances:
 - (i) Where required by law;
 - (ii) Contractual agreements binding the County;
 - (iii) Amending this Committee By-Law; and
 - (iv) Quorum requirements.

7. Pecuniary Interest

- (a) As required by the *Municipal Conflict of Interest Act*, RSO 1990, c. M.50, ss. 2, ss. 3, a member who has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is subject to consideration, the member,
 - i. Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. Shall not take part in the discussion of, or vote on any question in respect to the matter; and

- iii. Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- (b) Where the interest of a member has not been disclosed as required in Section 7 (a) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with Section 7 (a) at the first meeting of the Council or local board, attended by the member after the meeting where the matter was considered.
- (c) A member shall file with the Clerk a written statement of any interest declared by the Member in accordance with the *Municipal Conflict of Interest Act, RSO 1990 Act* and its general nature, and the Clerk will make the disclosure publicly available and will maintain a registry of written statements of disclosure.
- (d) In the case of items to be discussed in a Closed Session Meeting, the Member declaring a pecuniary or other conflict of interest shall leave the Meeting and shall take no action to participate in, or influence, the vote of the other Members when said item is to be resolved by Council.

8. Majority Vote

- (a) Unless this By-Law states otherwise, a matter passes when a Majority of Members present vote in the affirmative.

9. Creating, Amending or Dissolving a Committee

- (a) Council may, at any time on Motion of a Member duly considered and agreed to by a Majority vote, strike a Committee, Ad Hoc Committee and/or Steering Committee, as the case may be, which shall consider and report on any matter or perform any special service within the spheres of jurisdiction of Elgin County, pursuant to the Act.
- (b) Council may create a new Committee in response to any of the following:
 - (i) Requirements of applicable legislation or regulation (Federal, Provincial or Municipal By-Law);
 - (ii) Changing priorities;
 - (iii) To address significant public issues or trends;
 - (iv) Where public input is deemed desirable;
 - (v) Recommendation and report by staff; and
 - (vi) Any other reason deemed appropriate by Council.
- (c) In creating a new Committee, Council shall have regard for the following:
 - (i) Establishing a clearly defined mandate and terms of reference;
 - (ii) Membership and quorum requirements/qualifications;
 - (iii) Composition of the Committee;
 - (iv) Alignment with the Council's strategic plan and other departmental goals and objectives;
 - (v) The reporting relationship and frequency of progress reports;
 - (vi) Public and financial considerations;
 - (vii) Staff resources to be made available and the impacts on County departments;
 - (viii) The need for any sub-Committees/working groups; and
 - (ix) Defined timeline for completion of the assigned tasks.
- (d) Amendments to the mandate/terms of reference of a Committee may be initiated by Council, by recommendation of a Committee or by a report and recommendation from staff. All amendments to mandate/terms of reference must be approved by Council.

- (e) The following factors may be considered by Council when amending a Committee's mandate/terms of reference:
 - (i) Results of the Committee's annual report which measures progress against fulfilling the mandate;
 - (ii) Impact of the change on the mandate/terms of reference;
 - (iii) Continued relevance of the Committee's purpose/function;
 - (iv) The degree of public interest;
 - (v) Changes to the applicable legislation or regulations;
 - (vi) Changing Council priorities or new issues at Council;
 - (vii) Cost analysis and required resources; or
 - (viii) Committee term.

- (f) The dissolution of a Committee may be triggered by any one of the following, provided that such trigger is provided for in the terms of reference for the committee or otherwise contained in a by-law approved by Council:
 - (i) Expiration of the Committee term;
 - (ii) Completion of the Committee's task or mandate;
 - (iii) Effectiveness of the Committee's operations (e.g. frequency of meetings, amount of Committee business, number of cancelled meetings);
 - (iv) Resolution of the issues that led to the creation of the Committee;
 - (v) The legislative requirement for the Committee no longer exists;
 - (vi) Merger with another Committee;
 - (vii) Results of the Committee's annual report which measures progress against fulfilling the mandate;
 - (viii) Changing Council priorities;
 - (ix) Recommendations by the Committee by resolution; or
 - (x) Report and recommendation by staff.

- (g) Committees created by Council will be formally dissolved by a Council resolution that is implemented through amendments to this By-Law as necessary, unless otherwise defined in the Committee Terms of Reference.

10. Accountability

- (a) Pursuant to the Act, except in the case of a Quasi-Judicial Board, or as otherwise provided for in the Terms of Reference, Committees shall provide recommendations and advice to Council.
- (b) All Committees are accountable to County Council.
- (c) All Committees will report to County Council at least annually.
- (d) A Committee may provide reports or seek direction from Council at any time other than the annual report.
- (e) Unless otherwise provided for in the Terms of Reference establishing a Committee or otherwise contained in a by-law approved by Council, all decisions of Committees shall be in the form of recommendations to Council. Recommendations of a Committee shall be forwarded by the Secretary to the CAO/Clerk for inclusion in the County Council Meeting Agenda.

11. Duties of Committees

- (a) The general duties of Committees of Council shall be:
 - (i) To report to Council from time to time, whenever desired by Council and as often as the interest of the County may require, on all matters concerned with the duties imposed on them respectfully, and to recommend such action by Council in relation thereto as may be deemed necessary;

- (ii) To forward recommendations of the Committee to Council as set out in Section 10 (e);
- (iii) To consider and report on any and all matters referred to them by Council and every such report shall be signed by the Chair submitting the same;
- (iv) To comply strictly with the transaction of all business to the rules prescribed in this By-Law.

12. Committee Terms of Reference

- (a) For every Committee, Ad Hoc Committee and/or Steering Committee established by Council, Council shall adopt Terms of Reference, and these terms of reference shall be reviewed with each term of Council.
- (b) Terms of Reference approved by Council shall constitute the constating document of the Committee.
- (c) The terms of reference adopted by Council must include the following:
 - (i) Identification of Members as appointed including term of office for citizen appointments if the term does not coincide with the term of Council;
 - (ii) The mandate of such Committee, Ad Hoc Committee and/or Steering Committee;
 - (iii) Specific duties, including delegated powers (if any); and
 - (iv) Requirement for a term report to provide a status update on the activities and accomplishments of the Committee, Ad Hoc Committee and/or Steering Committee.

13. Annual Report

- (a) The mandate/terms of reference for a new or existing Committee shall include the requirement that the Committee report to Council annually by the end of each calendar year, either directly or through the appropriate Standing Committee, respecting the following matters:
 - (i) A concise summary of the activities and accomplishments of the Committee during the current year;
 - (ii) A summary of the Committee's focus areas for the following year; said focus areas to be aligned with Council's Strategic Plan and objectives;
 - (iii) Any recommendations respecting proposed changes to the Committee's structure, composition or mandate/terms of reference.
- (b) The Annual Report shall provide a clear and concise summary of the Committee's activities and future focus areas and shall be limited to a maximum of three (3) pages.

14. Committee Composition

- (a) Members of Committees will be appointed by Council by resolution.
- (b) Committee Composition is determined by County Council as established by approved Terms of Reference for each of Committee.
- (c) The Warden shall recommend and Council shall appoint representatives from within their membership to various Committees/Boards/Agencies at their first Meeting in January of each year, in order to fulfill the number of positions required to be fulfilled by Members of Council pursuant to the Terms of Reference for each Committee.
- (d) All members of Council shall be appointed to at least one position on a Committee, Local Board or Agency.

- (e) All Members of Council are equally eligible to serve on any Committee, Local Board or Agency.
- (f) Any Member of Council or Committee may be placed on a Committee notwithstanding the absence of such Member at the time of being named on such Committee.

15. Standing Committee Composition – Schedule “A”

- (a) The composition and terms of reference for Standing Committees are hereby established by the County of Elgin in accordance with Schedule “A”, attached hereto and forming a part of this By-Law.
- (b) It is the responsibility of the Standing Committees to report to Council and all matters connected with their duties referred to them by Council and recommend such action as they deem necessary.

16. Advisory Committee Composition – Schedule “B”

- (a) The composition and terms of reference for Advisory Committees are hereby established by the County of Elgin in accordance with Schedule “B”, attached hereto and forming a part of this By-Law.

17. Legislated Committees – Schedule “C”

- (a) The composition and terms of reference for Legislated Committees are hereby established by the County of Elgin in accordance with Schedule “C”, attached hereto and forming a part of this By-Law.

18. Agencies and Boards with Council Appointees – Schedule “D”

- (a) The Committees to which Council makes appointments, but are not Committees of Council, is included in Schedule “D”. These Committees are bound by the rules established by their governing body.

19. Ad Hoc Committees – Schedule “E”

- (a) Council may establish Ad Hoc Committees for special projects, upon the recommendation of Council, Committee of the Whole, or staff. Establishment of Ad Hoc Committees does not require an amendment to this By-Law.
- (b) An Ad Hoc Committee must have a clear mandate and well-defined terms of reference that must include:
 - (i) The Committee’s mandate/terms of reference;
 - (ii) The number of members;
 - (iii) The composition of membership, including members of staff, if applicable;
 - (iv) Reporting relationships;
 - (v) Staff and other resources to be made available; and
 - (vi) A start and finish date.

20. Citizen Appointments

- (a) When determined by Council statute or legislation, as established by Terms of Reference for a Committee approved by Council, members of the public will be eligible to serve on a Committee as citizen appointees
- (b) When Council decides to include members of the public on an Ad Hoc Committee, the Clerk will advertise in the local newspaper and on the County’s website inviting members of the public to apply to be a member of the Committee.

21. Citizen Appointments – Criteria to Serve on Committee

- (a) Citizen appointments to Committees listed in this By-Law must be at least 18 years or older, a resident of the County of Elgin, and be one of the following:
- (i) A Canadian Citizen; or
 - (ii) Permanent Resident, a person who has been given permanent resident status by immigrating to Canada but is not a Canadian Citizen, and has resided in Elgin County for at least one year;
 - (iii) Appointees must maintain residence in the County of Elgin for the duration of their term on the Committee.

22. Retention of Applications to Serve on Committees

- (a) Applications from Members of the Public who are not appointed during the regular appointment process will be kept on file in the office of the CAO/Clerk for a period of one (1) year from the date of submission.
- (b) If a vacancy occurs on a Council Committee within one (1) year, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving.
- (c) The County CAO/Clerk will also re-advertise vacancy in the newspaper and on the County's website.

23. Duration of Citizen Appointments

- (a) Members of the public will be eligible to serve for a maximum time established by the approved Terms of Reference.
- (b) Renewed membership on a Committee is not automatic and any member of the public who wishes to serve for an additional term must submit an additional application form or provide a letter which includes the necessary information in order to be considered for reappointment.

24. Chair and Vice Chair

- (a) Each Council Committee must, at its first meeting each year, appoint a Chair and Vice Chair from Members of Council appointed to the Committee.
- (b) For the purposes of clarity, a Member of the Committee who served as Committee Chair or Vice Chair may be reappointed as Committee Chair or Vice Chair.
- (c) If a Committee is unable to appoint a Chair or Vice-Chair, Council will appoint the Chair or Vice-Chair.
- (d) If the Warden is appointed to a Committee, they will serve as Chair, and only an election for Vice Chair will occur at the first meeting each year.

25. Role of the Chair

- (a) In addition to duties prescribed by the Council Procedural By-Law 25-06, as may be amended or replaced, the Chair will perform the following duties for a Committee:
- (i) If requested by Council, provide recommendations regarding the reappointment of Members of a Council Committee; and
 - (ii) Assist the County CAO/Clerk to prepare any reports required by Council including the Annual Report.

26. Role of the Warden

- (a) The Warden shall be a Member Ex-Officio of all Committees as required and may vote on all questions before the Committee and the Ex-Officio Member shall not be counted in the formation of Quorum. If the Warden is included as a Committee Member in the Committee Terms of Reference, the Warden shall be counted in the formation of Quorum.

27. Role of Councillors Not Appointed to Committee

- (a) Members of Council or Committee may attend the Meetings of any of its Committees but shall not be allowed to vote.
- (b) Non-Members shall be allowed to take part in discussion or debate, with the permission of the Majority of Members of the Committee.

28. Term of Appointment

- (a) Terms of Appointment are included in Committee Terms of Reference, as approved by Council annually through review of this By-Law.
- (b) Unless specifically provided for in this By-Law or By-Law 25-06, as may be amended or replaced, such Committee, Ad Hoc Committee and/or Steering Committee shall dissolve as soon as the services for which that Committee was appointed are performed.
- (c) Unless Council specifically sets out in this By-Law, or unless legislation provides otherwise, the term of office for citizen appointments to Committees, Ad Hoc Committees and/or Steering Committees shall coincide with the term of Council.
- (d) Unless otherwise prescribed by law, Council and citizen memberships on all Committees end on November 14th of a municipal election year.
- (e) A non-statutory Council Committee shall not extend beyond the term of Council unless the newly elected Council confirms by resolution the continuance of the Committee.
- (f) Terms of Office and Memberships on external Boards/Commissions/Authorities or Quasi-Judicial Committees must be in accordance with this By-Law unless the term of office is established under statute or legislation.

29. Attendance and Absenteeism

- (a) The Committee Clerk will record the attendance of the Members in the minutes of the meeting.
- (b) Any member who is absent from three (3) consecutive regular meetings, or fifty percent (50%) of the meetings held within a year, without leave of absence by resolution from the Committee will cease to be a member of the Committee, and Council shall be advised by the Committee via correspondence to Council that will appear on the next available Council agenda.
- (c) Any member of a committee who is absent, without cause acceptable to the Committee, for more than three (3) consecutive regular meetings, or fifty percent (50%) of the meetings held within a year will not be eligible for reappointment.
- (d) A member of a Committee of Council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.

- (e) Council may appoint a Member thereof to act on any Committee or at a Meeting thereof in lieu and during the absence of any Member thereof who is absent from the municipality or unable from illness to attend the Meeting(s) of such Committee, and the Member so appointed shall be deemed a Member of the Committee and entitled to act thereon, only during such absence or illness.

30. Location and Schedule of Meetings of Committees

- (a) Meetings of Council Committees are held at the County of Elgin Administration Building (450 Sunset Drive) unless otherwise determined by the Committee Members.
- (b) The Meeting schedule of all Committees is determined by its Members, in accordance with each Committee's terms of reference and/or prescribed mandate.

31. Public Participation at Committee Meetings

- (a) During all Council Committee Meetings that are open to the public, Members of the public, if deemed appropriate by the Chair, may be invited to share their comments, views, suggestions and opinions. This will occur following the introduction of an agenda item and receiving comments from staff with questions from the Committee Members.
- (b) Any person or groups of persons wishing to address the Committee is required to make the necessary arrangements through the CAO/Clerk, prior to the date of the Committee Meeting. Written delegation briefs shall be provided so that sufficient time will permit distribution to the Members of the Committee, prior to the said meeting.
- (c) Once a delegation has addressed the Committee, no further request on the same issue will be entertained until written information is produced to Members and there is agreement that another delegation is warranted.
- (d) No person or delegation shall be permitted to address the Committee on a subject not on the agenda, unless permission is granted on the consent of the Chair and on two-thirds majority of Members in support of such presentation.
- (e) A delegation shall be limited to a maximum of fifteen (15) minutes. Council or Committee may, by Motion, and with the support of the majority of its members lengthen the time for hearing of delegations.
- (f) No more than three (3) persons shall be permitted to speak to a delegation, unless otherwise permitted by the Chair.
- (g) No more than four (4) delegations shall be scheduled to address the Committee at any Meeting, unless permitted by the Chair.
- (h) Members of the Committee may ask questions of a delegation but shall not enter into debate with any representatives of such delegation. All questions to delegations shall be addressed through the Chair. No other person may ask any questions of the delegations, unless directed to do so by the Chair.
- (i) Should an individual wish to be provided with further Notice related to a matter addressed by a delegation before the committee, he or she is required to indicate this wish to the CAO/Clerk or recording secretary as part of his or her delegation request originally delivered.
- (j) Section 19.2.10 of By-Law 25-06 (Procedural By-Law) outlines delegation topics that shall not be permitted at Elgin County Council. In accordance with By-Law 25-06, these delegation topics shall not be permitted at Committees.

32. County CAO/Clerk Support

- (a) The County CAO/Clerk or his or her delegate will provide administrative and other support, including meeting facilities and equipment, to allow a Committee to fulfil its mandate in a non-voting capacity.
- (b) The County CAO/Clerk may appoint County employees to perform liaison functions between the County and a Council Committee.

33. Compensation

- (a) Any Council Member attending at any Meeting of a Committee as an appointed member, local Board or agency shall not be entitled to additional compensation but shall be entitled to reimbursement of travel expenses.
- (b) Councillors appointed to a Council Committee shall be paid mileage at the same rate established for the use of personal vehicles for County business and any other eligible “out of pocket” expenses that may occur.
- (c) Members of the Committee shall serve without remuneration, unless otherwise provided for in the Committee Terms of Reference, and no member shall directly or indirectly receive any profit from his/her position.

34. Meetings

- (a) A Meeting of any Committee may be called by the Chair thereof whenever a Meeting is considered necessary by at least a majority of the Members of such Committee and it shall be their duty to call such meeting in writing.

35. Motions/Clauses Lost at Committee Meetings

- (a) Items rejected by any Committee must be reported to Council with a “negative recommendation”, allowing Council the opportunity to discuss the item.

36. Notice of Meetings of Committees

- (a) The agenda shall be considered as Notice of regular Meetings of Committees, and By-Law 24-15, being a By-Law to establish a policy respecting the manner in which Notice will be provided, as amended, shall be utilized in respect thereof.
- (b) The CAO/Clerk gives notice of a Meeting of Committee by:
 - (i) Providing the Committee with an agenda, and when required, a Closed Session Agenda, at least four (4) business days prior to a Committee meeting;
 - (ii) Posting a Notice on the County’s website.

37. Preparation of Council Committees Agendas

- (a) The CAO/Clerk and his or her staff are charged with providing guidance and recommendations to Council Committees related to municipal business.
- (b) The CAO/Clerk or his or her delegate, together with the Committee Chair, will prepare Committee Agendas.

38. Council Committee Agenda

- (a) The Agenda of every Committee will be structured as follows:
 - (i) Meeting Called to Order;
 - (ii) Approval of the Agenda;
 - (iii) Adoption of Minutes;

- (iv) Disclosure of Pecuniary Interest;
- (v) Delegations;
- (vi) Reports/Briefings;
- (vii) Other Business;
- (viii) Correspondence;
- (ix) Closed Meeting Items
- (x) Rise and Report
- (xii) Date of Next Meeting; and
- (xii) Adjournment

39. Open/Closed Meetings

- (a) Except as provided in Section 27.2 of By-Law 25-06, as may be amended or replaced, all meetings of Council Committees shall be open to the public pursuant to the Municipal Act, S. 239 (1).
- (b) Persons may be excluded when Council or Committee is in Closed Meeting in accordance with Section 239 of the Act. As provided for in the Act, Council or a Committee may resolve to move into a session closed to the public in order to discuss matters related to one or more of the Closed Meeting Provisions detailed in the Act.
- (c) The provisions of Section 239 of the Act and Sections 27.2 and 27.3 of By-Law 25-06 (Procedural By-Law) apply to any and all Committees, despite Section 238 of the Act.

40. Improper Conduct

- (a) The Chair may expel any person for improper conduct at a Meeting, pursuant to the Act, 241 (2).

41. Council Committees Minutes

- (a) The CAO/Clerk or their designate shall ensure that a copy of the Minutes of each Meeting is delivered to each Member of Committee at least forty-eight (48) hours prior to the commencement of the next Meeting of Committee.
- (b) The CAO/Clerk shall keep a permanent copy of all Committee Minutes for public inspection.