



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Township of Huron-Kinloss Procedural By-Law Amendment**

**Prepared By: Emily Dance, Clerk**

**Department: Clerk**

**Date: Apr. 20, 2022**

**Report Number: CLK-2022-04-35**

**File Number:**

**C11-PRO22**

**Attachments: Township of Huron-Kinloss Procedural By-Law Amendment-DRAFT**

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#### **Recommendation:**

THAT the Township of Huron-Kinloss Council hereby approves Report CLK-2022-04-35 prepared by Emily Dance, Clerk AND approves amending the Procedural By-Law regarding the Notice of Electronic Meetings, the Calling of Meetings, Resolutions from other Municipalities and, minor housekeeping items AND FURTHER approve the amending By-Law come forward on tonight's agenda.

#### **Background:**

##### Electronic Meetings

On March 21, 2022, Council authorized returning to in-person Council and Committee Meetings on May 2, 2022, and confirmed that the provisions in the Procedural By-Law to allow for electronic meetings will remain and that if the meeting is to be moved to virtual that the notice be made no later than noon the day of the meeting.

##### Calling of Meetings

In 2020, due to office closure over the holiday season that the January Committee of the Whole, Council Meeting regarding Planning Applications and the Regular Council Meeting will be held consecutively on the third Monday in January commencing at 10:00 am and that the February Committee of the Whole will begin at 10:00 a.m. opposed to the original 9:00 am meeting time.

##### Inaugural Meeting

Under the *Elections Act* s.6(1) the term of all offices is four years beginning on November 15 in the year of the regular election and noted in s. 6(1.1) with respect to

the 2018 regular election. the term of all offices to which this Act applies shall begin on December 1, 2018 and end on November 14, 2022.

Under the Municipal Act, 2001, s.231 a New council deemed to be organized when the declarations of office have been made by a sufficient number of members to form a quorum.

For 2022, the inaugural meeting has been previously approved for Tuesday November 15, 2022.

#### Resolutions from other Municipalities

As a way to reduce the number of times resolutions from other municipalities were discussed at meetings, Council authorized resolutions from other municipalities be considered and direction given to staff during Committee of the Whole meetings removing the requirement for them to come back to Council for further review.

#### **Discussion:**

Notice of amendments to the Procedural By-law was provided in the local newspapers and on the website as required by the Township of Huron-Kinloss Notice By-Law/

The attached Draft Township of Huron-Kinloss Procedural By-Law provides for the following amendments:

#### Definitions

Section 1.22 "Electronic Meeting" shall mean a meeting called and held in full ~~or in part~~ via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), ~~and with or without in person attendance.~~

#### Electronic Meetings

##### Section 2.5

When it is determined by the Mayor, CAO and Clerk that electronic participation will be required, the meeting ~~may be held electronically and all or some members may participate electronically~~ **shall be held entirely electronically.**

##### Section 2.19

To be added:

e) In the event a meeting is determined to be held electronically as provided in Section 2.5 , notice shall be given no later than six (6) hours prior to the scheduled meeting time. Notice shall be provided by posting on the Township's Official Website.

##### Section 3.5 Quorum

To be added:

In the case of an electronic meeting where quorum is lost due to technical difficulties, the meeting shall stand recessed temporarily for fifteen (15) mins after

which time will be adjourned until the date of the next Regular Meeting or other meeting called in accordance with the provisions of this By-Law.

### Calling of Meetings

#### Section 2.6

Current - During the months of January and February Committee of the Whole Meetings will begin at 10:00 a.m. and Council Meetings normally scheduled for the second Monday of each month shall occur at 1:00 p.m. on the same day as the Committee of the Whole Meeting.

Amendment - January Committee of the Whole, Council Meeting regarding Planning Applications and the Regular Council Meeting will be held consecutively on the third Monday in January commencing at 10:00 am

February Committee of the Whole will begin at 10:00 a.m. and the Council Meeting regarding Planning Applications normally scheduled for the second Monday of the month shall occur at 1:00 p.m. on the same day as the Committee of the Whole Meeting

### Inaugural Meeting

#### Section 2.2

Current - The Inaugural Meeting of Council shall be held at 7:00 p.m. on the first Monday in December following a regular election

Proposed- In accordance with The Municipal Act after a regular municipal election or a by-election, the first meeting of a new Council shall be held no later than thirty-one (31) days after its term commences and said meeting shall be held in the Council Chambers.

### Communications to Council and/or Committee of the Whole

#### Section 3.15 (a) (amendment indicated in red)

a) Resolutions from other Municipalities shall be provided to Committee of the Whole for consideration and **support**. ~~based on Committee of the Whole recommendation shall be forwarded to Council for support.~~

#### Housekeeping (amendment indicated in red)

Section 2.4 - That prior to the commandment of the first meeting of the newly elected Council, the Clerk in consultation with the Mayor- **Elect**, shall establish the seating arrangement to be used for the Term of Council, or portion thereof.

By-Laws Section 3.16 (i) - There shall be enacted a by-law at the end of each Council Meeting to confirm each recommendation contained in a Report from the Committee of the Whole and every decision of Council and in respect of each motion, resolution and other actions passed and taken by Council at the Meeting, except where the prior approval of the ~~Local Planning Appeal Tribunal (LPAT)~~ **Ontario Land Tribunal (OLT)** or any other body or agency is required.

Signature Section 3.25 - After the Council and Committee of the Whole Minutes have been approved by Council, they shall be signed by the Mayor, or Presiding Officer at the meeting and Clerk.

**Financial Impacts:**

There are no financial impacts associated with this report.

**Strategic Alignment / Link:**

We are an accessible community by being open and transparent.

**Respectfully Submitted By:**

Emily Dance, Clerk

**Approved By:**

Mary Rose Walden, Chief Administrative Officer