



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, December 12, 2022
To:	Members of Council
From:	Jennifer Willoughby, Director of Legislative Services/Clerk
Report:	LS 2022-23
Subject:	Appointment of Council members to Committee's and Local Boards

Recommendation

BE IT RESOLVED THAT Council receives report LS 2022-23 regarding appointments of Council members to Committee's and Local Boards as presented and circulated;

AND THAT the term for Council appointments is a four-year term concurrent with the term of Council with a maximum of two members of Council to be appointed to a committee;

AND THAT that the Diversity, Equity, Inclusion and Accessibility Committee (DEIA) be renamed to its previous title of Diversity, Equity, and Inclusion Committee (DEI);

AND THAT staff be directed to bring forward a By-law authorizing Council member appointments to the January 9, 2023, Council meeting.

Background and Analysis

The Town of Shelburne currently has five (5) local Boards of Management and six (6) Committees of Council each has Council representation.

The list of committees and boards, and the number of members of Council from the 2018-2022 term, where applicable, is listed below:

Centre Dufferin Recreation Complex (CDRC) Board of Management	2 Council Members
Shelburne Public Library Board	1 Council Member
Shelburne & District Fire Board	2 Council Members
Police Services Board	2 Council Members
Business Improvement Area Association (BIA)	1 Council Member
Arts & Culture Committee	3 Council Members
Canada Day Festival Committee	3 Council Members
Diversity, Equity, Inclusion & Accessibility Committee	3 Council Members plus 1 Council Member on the Accessibility Committee
Economic Development Committee	2 Council Members
Heritage Committee	3 Council Members
Parks and Recreation Task Force	Not Applicable

The 2018-2022 term of Council ended November 14, 2022. To ensure there is Shelburne representation at Board and Committee meetings, appointment of Council members to each committee and local board is required. Three of the Boards of Management include representatives from surrounding municipalities such as Amaranth, Mono, Melancthon and Mulmur. The BIA has representatives appointed from the local business community. The Mayor and Deputy Mayor, by virtue of their elected position are members of the Police Services Board.

In 2018 Council changed the term of appointments to be concurrent with the term of Council, which is four years or 2022-2026.

Boards generally meet either once per month or quarterly. Meetings are generally held on a prescribed day and week of the month. Each Board operates as a separate entity to the Town of Shelburne and have their own operating procedures/agreements and staff. The land and buildings are Town owned and are listed as assets for the Town of Shelburne.

Committees of Council generally have the same meeting schedule as noted above and must abide by and follow the following policies:

- Committee Terms of Reference*, attached as Appendix 1
- Council Procedural Bylaw, attached as Appendix 2
- Council Code of Conduct, attached as Appendix 3
- Accountability and Transparency Policy, attached as Appendix 4
- Social Media Policy, attached as Appendix 5

*Note 1 - The current committee terms of reference is in the process of being updated. The DEI committee also has their own separate terms of reference. The newly drafted, updated committee terms of reference for all committees will be presented to Council in January 2023. The draft has included that a maximum of two (2) members of Council be appointed to each Town committee. This report is recommending that the maximum of two (2) be approved.

The Town began advertising on November 1, 2022, for citizen appointments to committees and local boards. The nominations were to close December 9, 2022. The date has been extended to December 31, 2022, to accommodate additional applications, as there are currently insufficient applications received for consideration. A staff report will be provided in January 2023 regarding appointments of citizens to Committees of Council and local Boards.

Staff are recommending that Council decide which member of Council will sit as members of the local boards and committees at this meeting in order to populate the associated bylaw to be brought forward for enacting in January 2023.

Diversity Equity Inclusion and Accessibility (DEIA) Committee

On June 13, 2022, report LS 2022-10 recommended that the name of the DEI committee be changed from Diversity Equity and Inclusion (DEI) to Diversity Equity Inclusion and Accessibility (DEIA) Committee. The link to the staff report is:

<https://pub-shelburne.escribemeetings.com/Meeting.aspx?Id=df3ea397-0e96-419a-a525-c70fb1b1d387&Agenda=Agenda&lang=English>

This report recommends that the committee's name not be revised to DEIA and remain at its previous DEI primarily due to the impacts to the logo that was designed through a community youth engagement project. Adapting to capture a new DEIA logo cannot be accommodated due to the need for major redesign work. The DEI logo is shown below:



This report recommends that the DEIA Committee be renamed back to the previous Diversity, Equity, and Inclusion Committee (DEI).

Financial Impact

Compensation for Council members appointed is provided through Council Remuneration By-law #37-2018. The by-law is attached as Appendix 6.

Consultation and Communications

Senior Management Team

Supporting Documentation

Appendix 1 – Committee Terms of Reference

Appendix 2 – Council Procedural Bylaw

Appendix 3 – Council Code of Conduct

Appendix 4 – Accountability and Transparency Policy

Appendix 5 – Social Media Policy

Appendix 6 – Council Remuneration By-law #37-2018

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO



Town of Shelburne

Terms of Reference Advisory Committees of Council

ADVISORY COMMITTEES OF COUNCIL

PROCEDURE

1. Each committee shall set and will review the mandate for each advisory committee appointed by Council at least once during each Term of Council unless otherwise directed by Council.
2. Committees shall adhere to the purpose set out in their established mandate and shall advise Council on matters delegated in the committee mandate and shall serve only as advisory to Council. (Council has a mandate from the public under the electoral process to direct the policies and services of the town. Committees do not have this electoral mandate.)
3. Should a member of a committee have an interest outside of the mandate set for their committee, Council would welcome the member to individually communicate their interest directly and outside the committee process.
4. Each committee shall apply the concept of sustainability of the town, its environment, and economic wellbeing when implementing its mandate and when furthering any mandate referred by Council.
5. Committees shall provide annual reports to Council on the committee activities by September each year. If an activity has received prior consent from Council, budget estimates may be provided in the annual report unless budget for the activity is already allocated in the yearly budget.
6. Council members appointed to a committee shall be for the term of council unless a change is requested by a member.
7. The Mayor, members of Council or any member of the public may attend any meeting of a committee.



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Terms of Reference Advisory Committees of Council

8. The Mayor shall have the following duties regarding the operation of committees:
 - Act confidentially in the role of human resources contact for any committee member who may feel under conflict or duress in the course of their duties or who may require advice regarding their responsibilities.
 - Encouraged to attend at least one regular meeting of each committee each year, where scheduling permits, to solicit comment from members about the operational policies and mandate of the committee. Where a scheduling conflict occurs a meeting date may be changed, or another member of Council may represent the Mayor.
 - Ensure that committee mandates are adhered to and their activities do not conflict with the duties of town staff executing their safety, environmental, and fiscal responsibilities for town services and facilities.
 - Ensure that committees do not meet in camera and do not hold meetings that are not posted as set out in this policy.
 - Town staff shall provide assistance or direction to a committee as directed by the CAO under the policies set out by Council and will not take direction from a committee.

ORGANIZATION AND OPERATION

1. Advisory Committees of Council shall consist of no fewer than 5 members and shall not exceed 12 members, including Council appointed liaisons. Where activity levels warrant, Council may authorize an Ad-hoc committee.
2. Committee members shall:
 - be a tenant or owner of land in the Town of Shelburne, or the spouse of such owner or tenant
 - 18 years of age or older
 - commit the time required to work on the Committee



Town of Shelburne

Terms of Reference Advisory Committees of Council

3. Committees shall not establish sub-committees, whose members are not part of the original committee, without approval by Council.
4. Committee members are volunteers, appointments shall be for the Term of Council but shall continue until their successors are appointed after a municipal election, unless their appointment as an individual member or as a committee is revoked by Council.
5. All committees shall elect a Chair at or soon after the first meeting each year. A Chair may serve as chair, not more than two consecutive years in each term of council.
6. All committees shall elect a Secretary who may serve for any duration during the term of appointment at the discretion of the committee. If a member of town staff is on the committee, he/she shall not be Secretary, but will review the agendas and minutes. The Secretary shall not also be the Chair.
7. All committees shall adhere to the town's procedural bylaw, transparency and accountability policy, and other policies as directed by Council. Committees shall not hold in-camera meetings.
8. All committee members shall take any required training as deemed necessary by legislation, health and safety, Accessibility for Ontarians with Disabilities Act (AODA), MFIPPA, or as otherwise prescribed.
9. A schedule of meeting dates, times and venue shall be provided to town staff at least quarterly for posting on the town website. Agendas shall be provided to town staff for posting at least 7 days prior to the date of the meeting.
10. Minutes of each meeting must be provided to town staff for posting as soon as practical after the meeting and at least 7 days before the next meeting.
11. All agendas and minutes shall be prepared in the standard form provided by town staff, for uniformity and for compliance with AODA.
12. All meetings are to be held in an open transparent forum for public attendance and shall be held at the town office building unless another public town owned venue can be justified. Onsite meetings for a particular project may be held, with notice and posting as set out in this policy.



Town of Shelburne

Terms of Reference Advisory Committees of Council

13. Committees shall represent their recommendations to Council through resolutions.
14. Any correspondence/bulk mailings to residents must be approved by Staff.
15. Vacancies shall be filled on the advice of the Chair and Vice-Chair, in which the committee shall appoint a new member by way of recommendation to Council.

ATTENDANCE

1. It shall be the responsibility of the committee member to contact the Chair of the committee prior to or reasonably soon after a non- attendance at a scheduled meeting.
2. If three scheduled meetings are missed, the member shall review non- attendance with the Mayor. Without the necessity of revealing matters of personal privacy, the member should review with the Mayor their intentions with regard to continued service on the committee.
3. The Mayor or the member shall inform Council if more than three consecutive meetings are missed, with an explanation for the non- attendance, for appropriate action at the discretion of Council.

TOWN ADVISORY COMMITTEES

1. In order to ensure that all parties to the town's internal process have input, any item proposed by a committee should be proposed by resolution of the committee.
2. Council will receive minutes of advisory committees through the Council agenda.
3. Committees should indicate that action is required by Council, by passing a resolution.
4. Staff will excerpt such resolutions and any background information accompanying the resolution in the minutes, any attachments and any other information and refer it to appropriate town staff for comment if applicable.



Town of Shelburne

Terms of Reference Advisory Committees of Council

5. In some cases, to ensure that a committee proposal is vetted, town staff will recommend that Council refer the item to staff for review and additional comment to Council prior to the consideration of the item by Council.
6. Committees and town staff are encouraged to provide background, pros and cons, discussions held, consultations held, input received and its disposition along with a resolution.
7. When the process is complete, the item will have undergone an internal review process for Council and the public. Posting on the agenda will provide additional transparency and opportunity for public input beyond any public input undertaken by the committee or staff.
8. Committees should provide their agenda electronically to staff 7 days prior to the meeting to allow for posting on the website.
9. It is understood that items of a time sensitive nature can be considered, but it is encouraged that this process not be used on a regular basis as it does not allow for public notification.

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #15-2019

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL OF THE TOWN OF SHELBURNE

Whereas, section 238(2) of The Municipal Act, 2001, S.O. 2001, c.25 requires every municipality to adopt a procedure by-law for governing the calling, place and proceedings of meetings; and

Whereas, it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

The Council of the Corporation of the Town of Shelburne enacts as follows:

Part I – General

1.0 Rules of Procedure Adopted/Suspended

- 1.1 The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the Municipal Act and the rules and regulations contained in this by-law.
- 1.2 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order 11th Edition shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.3 Despite subsection 1(1), the rules and regulations contained in this by-law may be suspended by a vote of two-thirds of the members present and voting with the exception of the following rules:
 - a) Majority of whole of Members required for Quorum
 - b) Any statutory requirements with respect to proceedings.

2.0 Interpretation

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words "include", "including", and "includes" are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the

statute, as amended from time to time, including successor legislation.

3.0 Definitions

"Act" means the Municipal Act, S.O. 2001, c.25 as amended from time to time.

"Advisory Committee" means a body, primarily made up of citizen appointees with one member of Council. The work of the advisory committee is undertaken in keeping with Terms of Reference adopted by Council. Meetings are held in open session with minutes received by Council.

"CAO" means the Chief Administrative Officer of the Town of Shelburne as referred to in Section 229 of the Act.

"Chair" means the Head of Council or Acting Head of Council or chairperson of any committee.

"Clerk" means the Clerk of the Town of Shelburne as appointed pursuant to Section 228 of the Municipal Act.

"Committee of Council" means a Committee, Board, Task Force, Working Group or other body constituted and appointed by Council.

"Consent Agenda" means the portion of the Agenda that may be approved by Council without debate.

"Council" means the Council of the Corporation of the Town of Shelburne.

"Day" does not include Saturday, Sunday or a holiday.

"Deputation" means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council.

"Deputy Clerk" means the Deputy Clerk of the Town of Shelburne as appointed pursuant to Section 228 of the Municipal Act.

"Deputy Mayor" means the Deputy Head of Council for the Town of Shelburne.

"Holiday" means a holiday as defined by the Legislation Act, S.O. 2006, c. 21, Schedule F.

"Mayor" means the Mayor as Head of Council, or in the absence of the Mayor, the Deputy Mayor or, in the absence of both, another member of Council appointed by Council.

"Meeting" – means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- i. A quorum of members is present.
- ii. Members discuss otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

And are defined as follows:

“Council Meeting” means meetings set out in this by-law to be held on a regular basis.

“Closed Meeting” means a meeting or portion thereof which is closed to the public held in accordance with the Act.

“Emergency Meeting” means a meeting called under Section 240 (a) or (b) of the Act to deal with an emergency or urgent situation where timing requires that a matter be addressed as soon as possible.

“Special Meeting” means a meeting called under Section 240 (a) or (b) of the Act, having the same privileges as a Council Meeting.

“Notice” means notice that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Mayor or CAO.

“Point of Order” means a statement made by a member of Council during a meeting thereof drawing the attention of the Chair to a breach of the Rules of Procedure.

“Point of Privilege” means the raising of a question which concerns a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned.

“Procedural Motion” means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and includes, without limitation, the following:

- i. To extend the time of the meeting;
- ii. To commit or refer (to a specific body);
- iii. To lay on the table (set aside temporarily);
- iv. To postpone to a certain time (defer);
- v. To postpone indefinitely (decline to take a position);
- vi. To adjourn (end the meeting);
- vii. To move the question be put (end debate); or
- viii. To suspend the Rules of Procedure.

“Quorum” means a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

“Rules of Procedure” means the rules and regulations provided in this by-law.

“Substantive Motion” means any motion other than a Procedural Motion.

“Task Force or Working Group” means a body of limited duration established and appointed by Council through Terms of Reference to produce recommendations for Council’s consideration.

“Voting Period” means the time during which electors can vote in a municipal election year, including advance voting.

Part II – Duties and Conduct

4.0 Duties of the Chair

4.1 It shall be the duty of the chair:

- a) to open the meeting by taking the chair and calling the members to order;
- b) to announce the business before the meeting and the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the members;
- d) to put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result and, in so doing, to ensure that the mover and seconder are clearly identified;
- e) to decline to put to a vote motions which infringe the rules of procedure;
- f) to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- g) to permit questions to be asked through the Chair of any officer in order to provide information to assist in any debate when the Chair deems it proper;
- h) to provide information to members on any matter touching on the business of the Municipality;
- i) to inform the Members of the proper procedure to be followed;
- j) to enforce on all occasions, the observance of order and decorum among the Members and those in attendance;
- k) to call by name any Member or attendee persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- l) to decide all questions of order at the meeting, subject to an appeal by any Member to Council on any question of order in respect to business before the Council;
- m) to authenticate, by signature when necessary, all By-laws and Minutes.

5.0 Expulsion for Misconduct

5.1 Behaviour that constitutes misconduct, such as heckling, use of

inappropriate language, display of any offensive or partisan political material, or signs or plaque cards, is not permitted.

- 5.2 The Chair may expel or exclude from the meeting, any person, who, in the opinion of the Chair, has behaved improperly.

6.0 Conduct of Members

- 6.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

- 6.2 A Member shall have the following duties:

- a) to deliberate on the business before it;
- b) to vote when a motion is put to a vote;
- c) to respect the Rules of Procedure.

- 6.3 No Member shall:

- a) use offensive words or unparliamentary language in or against the Council or against any member of staff or the public;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;
- e) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act;
- f) display any offensive or partisan political material, including buttons.

- 6.4 Where a Member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

Part III – Meetings

7.0 Inaugural Meeting

- 7.1 The first meeting of a newly elected Council after a regular election shall be held on the first Monday in December at a time and location determined by the Clerk.
- 7.2 At the Inaugural Meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Mayor;
- c) Matters incidental to any of the above.

8.0 Meetings

8.1 All meetings must be open to the public.

8.2 Notwithstanding section 8.1, and as per section 239(1) of the Municipal Act, a meeting may be closed to the public if the subject matter being considered relates to:

- 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) the receiving of 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 other legislation;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- 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;
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- l) for the purpose of educating or training the members, and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the

business or decision of the council, local board or committee;

- m) where the subject matter to be considered is a request under the Municipal Freedom of Information and Protection of Privacy Act the meeting shall be closed to the public.

8.3 Before all or part of a meeting is closed to the public, the body proposing to hold the meeting shall state by Resolution:

- a) the time of the meeting at which the closed session began;
- b) the fact of holding of the closed meeting;
- c) the general nature of the matter to be considered at the closed meeting;
- d) all persons other than members specifically invited to remain with all others departing the meeting.

8.4 Subject to section 8.2, a meeting shall not be closed to the public during the taking of a vote unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or local board, or persons retained by or under contract with the Municipality or local board.

8.5 A motion to move out of closed session shall specify the time at which the meeting resumed in open session.

8.6 Upon resuming in open session, the Chair shall state:

- a) the matters which were considered;
- b) a summary of procedural motions or directions to staff provided in closed session.

8.7 All information, documentation or deliberations received, reviewed or undertaken in a Closed Session are confidential. No Member, staff person or other person present at a Closed Session shall release or make public any information considered during a Closed Session or discuss the content of any Closed Session with persons other than Members or relevant staff persons.

8.8 Closed Meetings may be scheduled at a specific time and shall generally occur on the same day as Council meetings with notice provided as set out in Section 14.0 and listed on the agenda.

9.0 Regular Meeting Times – Council

9.1 The regular meetings of Council shall generally be held on the second Monday of each month beginning at 6:30 p.m. and the fourth Monday of each month, beginning at 6:30 p.m. The Clerk or designate shall have the authority to alter the start time to allow for additional business or closed sessions of Council.

9.2 A meeting shall adjourn no later than 3 hours after the call to order unless an extension is authorized by a 2/3 majority of the Council members present.

- 9.3 No meeting shall adjourn later than 11:00 p.m. and shall not be extended by waiving the Procedural By-law.
- 9.4 In the event that a meeting adjourns with matters on the agenda which have not yet been considered, those items shall be placed on the agenda for the next regular meeting.
- 9.5 Notwithstanding Section 9.4, a Special Meeting may be called if Council determines that the outstanding items are time sensitive.
- 9.6 There shall be a four week break from meetings between the last meeting in July, which is the fourth Monday of the month and the last meeting in August, which is the fourth Monday of the month.
- 9.7 No regular meeting shall occur during the Voting Period in the year of an election.

10.0 Planning Public Meetings

- 10.1 Such meetings shall generally be called on the same day and time as Council meetings or at such other date and time as determined by the Clerk.
- 10.2 Notice shall be given pursuant to the Planning Act or other applicable legislation.

11.0 Special Meetings

- 11.1 A Special Meeting may be called by:
 - a) The Mayor or CAO through written notice to the Clerk.
- 11.2 Special Meetings require at least 48 hours written notice to Council members and members of the public.
- 11.3 Notice for special meetings of Council shall be posted as soon as practical after the Clerk has received written notice.
- 11.4 The agenda shall be circulated to members and posted on the municipal website at least 24 hours in advance of the meeting.
- 11.5 The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.

12.0 Emergency Meetings

- 12.1 In circumstances determined to be an emergency or urgent situation, the Mayor, Deputy Mayor or CAO may direct that the Clerk summon a special meeting of Council on less than 48 hours' notice.
- 12.2 All Members shall be notified of the special meeting of Council either personally or by electronic mail, or by any other means necessary.
- 12.3 An agenda shall be circulated to members and posted on the municipal website as soon as practicable.
- 12.4 An emergency meeting shall only proceed with the consent of

two-thirds of the members of Council, recorded in the minutes.

13.0 Calendar of Meetings

13.1 Prior to the end of each calendar year, the Clerk or designate shall prepare a schedule of meetings for the forthcoming year.

13.2 Regular Council meetings shall be scheduled to accommodate statutory holidays and major conferences.

14.0 Public Notice of Meetings

14.1 Public notice shall be given for all meetings of Council by means of the municipal website with inclusion of each meeting listed in the calendar and the posting of the agenda.

14.2 Notice for meetings not scheduled in the original calendar of meetings (Section 13.0) will be at the discretion of the Clerk and using communication channels as appropriate.

15.0 Place of Meetings

15.1 Meetings of Council shall generally be held in the Council Chambers located at 203 Main Street East or at such other place as is specified in the agenda.

16.0 Seating at Council

16.1 Councillors shall be assigned seats at Council based upon the following:

- a) The Deputy Mayor shall be seated to the Mayor's left.
- b) Councillors will be assigned seats on an alphabetical basis.
- c) Members of the Senior Management Team will be assigned seats at the discretion of the Clerk and Chief Administrative Officer.

17.0 Persons within Council Horseshoe

17.1 No person, except members of Council and appointed officials of the Town, shall be allowed to come within the horseshoe during meetings.

17.2 No person, except members of Council and appointed officials of the Town, shall place on the desks of the members or otherwise distribute any material. All materials for distribution to members of Council shall be given to the Clerk.

18.0 Recording Equipment and Electronic Devices

18.1 The use of video or audio recording equipment or devices by members of the public or press during a meeting is permitted if approved prior to the meeting by the Clerk and the Chair of the meeting. If in the opinion of the Chair or the majority of Members present the use of such equipment or devices is disruptive to the conduct of the meeting, recording privileges will be withdrawn from any offending user.

18.2 Recordings of the proceedings of Council shall be carried out by

the Clerk or designate and shall be retained in the Clerk's Office.

18.3 All electronic devices shall be placed in silent mode during all meetings.

18.4 Council meetings held in the Council Chambers shall generally be recorded for public viewing for webcasting purposes by the Town of Shelburne.

18.5 Municipal recordings shall be retained for the period set out in the Town's record retention by-law.

Part IV – Agendas

19.0 General Rules Regarding Council Agendas

19.1 Preparation of Agenda

- a) Prior to each regular meeting, the Clerk or designate shall prepare an agenda of all the business to be brought before such meeting.
- b) No report, motion or by-law shall be placed on the Consent Agenda without having first been authorized by the Clerk.

19.2 Delivery

- a) The agenda shall be made public no later than the Friday immediately preceding a regular meeting.
- b) All agendas shall contain all reports, motions and by-laws to be considered at the meeting.
- c) Correspondence received pertaining to agenda items shall be circulated to Members electronically by the Clerk or designate and listed in the correspondence index.

19.3 Quorum

- a) In the absence of the Mayor, the Deputy Mayor shall take the chair, and, in their absence, the Members present shall elect a Chair of the meeting.
- b) If no quorum is present twenty (20) minutes after the time appointed for a meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the same time of commencement at the next regularly scheduled meeting.
- c) If a Member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.
- d) If during the course of a meeting quorum is lost, then the meeting shall stand as adjourned and not ended, to reconvene at the same time of commencement at the next regularly scheduled meeting.
- e) If in the Mayor's opinion it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that

the unfinished business will be taken up at its next regularly scheduled meeting.

20.0 Order of Business

20.1 The following headings shall make up the Council agenda:

- 1) Call to Order
- 2) Disclosure of Pecuniary Interest and General Nature Thereof
- 3) Adoption of Minutes from the Previous Meeting
- 4) Planning Public Meetings (if required)
- 5) Special Education Session (if required)
- 6) Public Participation
 - a) Public Question Period
 - b) Presentations
 - c) Deputation on Agenda Items
- 7) Council Inquiries
- 8) Motions and By-laws for Decision
 - a) Consent Agenda
 - b) Consideration of Items
- 9) Councillor Motions (Notice of Motion)
- 10) Communications
- 11) Closed Session (if required)
- 12) Confirming By-law
- 13) Adjournment

21.0 Call to Order

21.1 The Mayor or Chair shall call the meeting to order at the time specified in the agenda.

22.0 Disclosure of Pecuniary Interest and General Nature Thereof

22.1 The Mayor or Chair shall ask members to declare any pecuniary interest related to an item on the agenda.

22.2 Upon declaring a pecuniary interest at a meeting of Council, a Member shall provide a written statement of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the Municipal Conflict of Interest Act.

22.3 Members may also declare any pecuniary interest prior to any item being addressed.

- 22.4 Members who have declared a pecuniary interest shall leave the meeting room during the item's consideration.
- 22.5 Members who have declared a pecuniary interest in a matter may not move, second or vote on a motion to adopt multiple items if the matter that is subject of the pecuniary interest is contained therein. Members may request to divide such a motion in order to vote on those items in which there is no pecuniary interest.
- 22.6 A Member who has declared a pecuniary interest in a matter may move, second and vote on:
- a) the confirmatory by-law for the meeting in which the interest was declared;
 - b) adopting the minutes of the meeting in which the interest was declared.
- 22.7 Every declaration of interest made during the Closed Session, but not the general nature of the interest, shall be recorded in the minutes of the open meeting.

23.0 Adoption of Minutes

- 23.1 Minutes of Council meetings shall be brought forward as soon as practicable.
- 23.2 Members shall indicate any errors or omissions prior to adoption, to be corrected by the Clerk.
- 23.3 If the minutes have been delivered to the members of Council then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.
- 23.4 After the minutes have been adopted by resolution they shall be signed by the Mayor and Clerk.

24.0 Planning Public Meeting (if required)

- 24.1 Planning Public Meetings shall be conducted in accordance with Section 10.0 of this procedural by-law.

25.0 Special Education Session

- 25.1 Special education sessions shall be generally called immediately prior to Council with time as determined by the Clerk with notice as set out in Section 14.0.

26.0 Public Participation

26.1 Public Question Period

- a) A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to two minutes.
- b) When called upon by the Chair, the questioner will identify themselves by name and address the question to the Chair.

- c) Questions will be responded to with a brief response from the Chair who may also request a response from staff. A written response can be issued depending on the specifics of the question.
- d) Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- e) Decorum must be maintained in keeping with the following four principles:
 - i. Treatment of every person with dignity, understanding and respect;
 - ii. Behaviour that is not discriminatory;
 - iii. Actions free of slander, harassment or bullying;
 - iv. Protection of privacy.

26.2 Presentations

- a) A Presentation is defined as the verbal and/or visual provision of information to Council by an individual, community group or organization.
- b) A Ceremonial Presentation is defined as the giving of an award, prize or other form of recognition by the Mayor at a Council meeting.
- c) A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than 14 days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation must be provided fourteen days prior to the meeting for inclusion in the package.
- d) Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- e) Presentations and Ceremonial Presentations at the Council Meeting shall be limited to 15 minutes. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate.
- f) Presenters may only present once every 12 months on the same topic.
- g) A maximum of two presentations per meeting will be scheduled by the Clerk or designate.
- h) Immediately following a presentation, the Chair will determine if further action is required and direct staff to

prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

26.3 Deputation on Agenda Items

- a) A person wishing to appear as a deputation may address the Council for a period of time not exceeding five minutes. The five-minute time period may be extended by the Council by a majority vote specifying the additional time. Such question shall be decided by the Council without debate.
- b) Deputations shall register in advance by contacting the Clerk or designate or filling out the request form, 14 days prior to the meeting. Such request shall state the specific nature of the matter to be discussed. The deputation material must be provided 14 days prior to the meeting for inclusion in the package.
- c) Deputations may only be about an item listed on the meeting agenda.
- d) A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the meeting agenda.
- e) Members may ask questions of clarification.
- f) An organized body wishing to address Council as a deputation shall be limited to a maximum of five minutes regardless of the number of representatives of that group.
- g) Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- h) There will be a limit of ten deputations per meeting.

27.0 Council Inquiries

- 27.1 Members may, when called upon by the Chair, raise an inquiry for response by staff.
- 27.2 Staff responses may be provided at the meeting or electronically to Council as soon as practicable following the meeting.
- 27.3 Items requiring a detailed response and research should be raised as a Notice of Motion providing direction to staff (Section 30.0).

28.0 Motions and By-laws for Decision

28.1 Consent Agenda

- a. All of the items listed on the consent agenda shall be the subject of one motion, unless a member requests that any item(s) in the consent motion be voted on separately.

- b. Any items requested for separate consideration will be noted in the minutes under Consideration of Items (Section 28.2).

28.2 Consideration of Items

- a) All reports and by-laws in the Consideration of Items section will be voted on separately.

29.0 Communications

- 29.1 The Clerk or designate shall determine items to be included in the Communications section.
- 29.2 Communications items may include, but are not limited to, minutes of local boards and committees having Council representation, correspondence from other tiers of government, requests for support from other municipalities, and letters from community members and organizations.
- 29.3 The Clerk or designate shall prepare and provide a listing of other correspondence received pertaining to Council business. Such correspondence shall be circulated to Council in advance with the index provided under Communications.
- 29.4 Correspondence, including names and addresses, addressed to Council or directed to a Public Meeting, become part of the public record and may be published in a report, agenda or minutes.
- 29.5 Every communication, including a petition designed to be presented to Council, shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall not be anonymous.
- 29.6 Members may request that any Communication item or item listed in the correspondence index be discussed by Council.
- 29.7 Council may direct staff, pass a motion of support, or take other action by resolution for any Communication item or item listed in the correspondence index.
- 29.8 All items shall be noted and filed if no other action is taken.

30.0 Councillor Motions (Notice of Motion)

30.1 General

- a) Items requiring a detailed response and research should be raised as a Notice of Motion providing direction to staff.

30.2 Notice of Motion

- a) Members intending to bring forward a motion for Council's consideration must provide notice at the preceding meeting.
- b) Such notice shall contain a brief summary of the motion subject.
- c) Final wording of the motion for Council's consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to

be considered.

- d) The Chair, at their discretion, may move to consider the Notice of Motion immediately with unanimous consent of all Council members in attendance.

30.3 Motions for Decision

- a) Council shall consider motions for which notice has previously been given.
- b) The proponent shall read the motion aloud and be permitted to speak to the contents of the motion first.
- c) Motions shall be moved, seconded and debated according to the rules of this procedural by-law.

31.0 Closed Session (if required)

- 31.1 Closed sessions shall be conducted in accordance with Section 8.2 of this procedural by-law.

32.0 Confirming By-law

- 32.1 The proceedings of each Council meeting held in a calendar month shall be confirmed by by-law at the end of each meeting.
- 32.2 The by-law shall confirm every decision and resolution of Council to have the same force and effect as if passed by a separate by-law.

33.0 Adjournment

- 33.1 At the conclusion of the agenda, the Chair shall deem the meeting adjourned.

Part V – Minutes

34.0 Minutes

- 34.1 Minutes shall record:

- a) the place, date and time of meeting;
- b) the names of the presiding officer or officers and the record of the attendance of the members;
- c) any late arrivals or early departures of members and senior staff;
- d) declarations of interest;
- e) the motions considered and votes taken by Council;
- f) any recorded votes as requested by a member;
- g) all the other proceedings of the meeting without note or comment; and
- h) the reading, if requested, correction and confirmation of the minutes of prior meetings.

- 34.2 The Clerk or designate shall act as the Recording Secretary for Council meetings, including Closed Sessions, Statutory and Planning Public Meetings.
- 34.3 Closed Session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed Session minutes shall be circulated to Council by the Clerk or designate in a sealed envelope, on colour paper, and marked as confidential. Closed Session minutes remain confidential.

Part VI – By-laws

35.0 By-laws

- 35.1 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 35.2 Every by-law passed by Council shall:
- a) Be signed by the Mayor and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 35.3 The Clerk or designate is hereby authorized to make such minor deletions, additions or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

Part VII – Motions and Voting

36.0 Moved and Seconded

- 36.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 36.2 A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder.
- 36.3 The Chair may vacate the chair in order to move or second a motion and shall resume the chair following the vote on the matter.
- 36.4 Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.
- 36.5 A motion or resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction shall not be in order.
- 36.6 All motions may be supported or opposed by the mover and seconder.

37.0 Severability of Question

- 37.1 Upon the request of any member, and when the Chair is satisfied

that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

38.0 Voting Procedure

- 38.1 Each Member present and voting shall announce or indicate his or her vote upon the motion openly and individually by show of hands and no vote shall be taken by ballot, or any other method of secret voting.
- 38.2 Every Member present at a meeting when a question is put shall vote, unless prohibited by statute, in which case it shall be so recorded.
- 38.3 If any Member at a meeting when a question is put does not vote, he or she shall be deemed as voting in the negative except where prohibited from voting by statute.
- 38.4 When the Chair calls for a vote on a question, each member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.
- 38.5 After a question is put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

39.0 Recorded Vote

- 39.1 A request by a member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda.
- 39.2 When a recorded vote is requested, or is otherwise required, the Clerk shall call the names and record the vote in the following order:
 - a) the requestor shall be called first;
 - b) to be followed by the next Councillor in alphabetical order;
 - c) with the Deputy Mayor and Mayor voting second last and last;
 - d) if the requestor is the Mayor or Deputy Mayor, they shall vote first.

40.0 Tie is Lost

- 40.1 If there is a tie vote on any question, the vote shall be deemed to have been lost.

41.0 Secondary Motions

- 41.1 The following matters and motions may be introduced without notice and without leave and are not debatable, except as otherwise provided by the Rules of Procedure:
 - a) a point of order or privilege;

- b) to move the question be put;
- c) to adjourn.

41.2 The following motions may be introduced without notice and without leave and are debatable, except as otherwise provided by the Rules of Procedure:

- a) to refer;
- b) to lay on table, or defer to a certain day, or to postpone indefinitely;
- c) to amend;
- d) to suspend the Rules of Procedure;
- e) any other procedural motion.

42.0 Order of Consideration

42.1 When a question is under consideration, no motion shall be received except a procedural motion or a motion to amend.

42.2 Procedural motions shall be considered immediately upon receipt and shall have precedence and may be subject to debate as follows:

- a) to extend the time of the meeting (not debatable);
- b) to move the question be put or end debate (not debatable);
- c) to commit or refer to a specific body (debatable);
- d) to lay on the table or set aside temporarily (not debatable);
- e) to defer or to postpone to a certain time (debatable)
- f) to postpone indefinitely or decline to take a position (debatable)
- g) to adjourn (not debatable);
- h) any other procedural motion (debatable).

43.0 Motion to Amend

43.1 An amendment shall be relevant and germane to the principle of the report or motion under consideration.

43.2 A motion to amend may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which the subject matter of the question was.

43.3 Amendment motions shall be put in the reverse order to the order in which they are moved.

44.0 The Question Be Now Put

- 44.1 A motion that the question be now put shall preclude all further amendments of the question. When resolved in the affirmative, the question and all amendments thereto are to be put forward without debate or further amendment.
- 44.2 Such motion cannot be moved by a member who has already debated the question

45.0 Motion to Lay on the Table

- 45.1 A motion to lay on the table with some condition, opinion, or qualification added to the motion to table shall be deemed to be a motion to postpone.
- 45.2 The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at a subsequent meeting.
- 45.3 A motion to take up a tabled matter is not subject to debate or amendment.
- 45.4 A motion that has been tabled and not taken from the table for six months shall be deemed to be withdrawn and cannot be taken from the table.

46.0 Motions to Defer to a Certain Day

- 46.1 A motion that is deferred to a certain day will be considered at the same point of that meeting as in the meeting in which it was deferred.

47.0 Motions to Postpone Indefinitely

- 47.1 A motion to postpone without a definite date shall be treated as if it was a motion to decline to take a position.
- 47.2 A motion that was postponed indefinitely is subject to reconsideration.

48.0 Reconsideration of a Matter

- 48.1 If a matter has been previously considered, it shall not be reconsidered by such body within six months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.
- 48.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall not include the mere receipt of information where no action has been sought or taken.
- 48.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.
- 48.4 A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting where the original motion was decided, shall be brought forward during the Councillor Motions (Notice of Motion) section of the agenda.

- 48.5 Where a motion to reconsider has been successful, the original motion will be added to the next Council agenda for consideration under the Motions & By-laws for Decision (Consideration of Items) section of the agenda.

Part VIII – Rules of Debate

49.0 Rules of Debate

- 49.1 The Chair shall maintain a list of members who have requested to speak or to ask questions and the Chair shall designate members to speak or to ask questions in the order in which they appear on the list.
- 49.2 No member shall speak more than once, except if requested to give an explanation, until every member who desires to speak, has spoken.
- 49.3 When a member is speaking, no other member shall pass between that member and the Chair, or interrupt him or her, except to raise a point of order or a point of personal privilege.
- 49.4 A member may speak to the same question for a maximum of five minutes, and, with leave of the Council, may be granted an extension.
- 49.5 When an item is being discussed and one member has the floor a member may ask a question only for the purpose of obtaining information necessary for a clear understanding thereof.
- 49.6 All questions shall be stated succinctly, and questions shall not be used as a means of making statements or assertions.
- 49.7 Questions may be asked through the Chair of the previous speaker, staff, a deputation or presenter.
- 49.8 A member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.

50.0 Points of Order or Points of Privilege

- 50.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order, the ruling of the Chair shall be final unless the member appeals the ruling to Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Members present.
- 50.2 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member and upon hearing such point, the ruling of the Chair shall be final unless the member appeals the ruling to Council which shall decide the question "that the decision of the Chair be sustained" without

debate upon a majority vote of the Members present.

50.3 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate the Council Chamber for the duration of the meeting.

50.4 Any member may appeal the decision of the Chair to the Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Members present.

Part IX – Committees, Task Forces and External Boards

51.0 Internal Committees, Advisory Committees or Task Forces

51.1 Council may create, appoint and dissolve any committee or task force by by-law including Terms of Reference. Where no specific rules of procedure are specified, these Rules of Procedure shall apply.

51.2 All meetings of Committees shall generally be held in the Council Chambers at 203 Main Street East but may be moved to alternate locations on the recommendation of the Chair. Where an alternate location is required, it shall be at a venue which is accessible to the public.

51.3 Agendas, locations, dates and times for each Committee meeting shall be posted one week in advance of the meeting and shall be provided to the Clerk. Minutes for Committee meetings shall be taken in accordance with the Municipal Act and shall be distributed to the Clerk for inclusion on the Council agenda under the Consent Agenda.

52.0 Council Representation on External Boards and Committees

52.1 The Town of Shelburne shall be represented on all external boards and committees for whom appointments are sought or required at the discretion of Council.

52.2 Council shall appoint members to boards and committees in accordance with the Municipal Act and Committees of Council Terms of Reference.

52.3 Appointments shall be made by by-law for the Council term.

Part X – Other Matters

53.0 Conflict with any Other By-law

53.1 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

54.0 Short Title

54.1 This by-law shall be known as the "Procedural By-law" or "Rules of Procedure".

55.0 Repeal

55.1 That By-law #57-2014 and By-law #06-2015 are hereby repealed.

56.0 Effective Date

56.1 This by-law shall come into force and take effect on its passing.

BY-LAW READ A FIRST AND SECOND TIME THIS THE 4TH DAY OF MARCH 2019;

BY-LAW READ A THIRD TIME AND ENACTED THIS THE 4th DAY OF MARCH 2019.

Wade Mills, Mayor

Jennifer Willoughby, Clerk

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CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 03-2016

A BY-LAW TO ADOPT A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL.

WHEREAS the Municipal Act, S.O., 2001, Chapter 25, as amended, provides that municipalities are authorized to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF SHELBURNE ENACTS AS FOLLOWS:

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that elected representatives operate from a base of integrity, justice and courtesy.
General	1.3	The Town of Shelburne Council Code of Conduct is a general standard that augments the provincial laws and municipal by-laws that govern conduct. It is not intended to replace personal ethics.
		All members shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of their official duties.
Gifts and Benefits	1.4	<p>Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties as Town Councillors, except compensation authorized by law.</p> <p>This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall be the property of the municipality.</p> <p>No Member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Town services not otherwise available to the general public and not consequent to their official duties.</p>
Confidentiality	1.5	<p>All information, documentation or deliberation received, reviewed or taken in closed session of Council and its Committees are confidential, except as otherwise directed by Council.</p> <p>Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.</p>

		<p>Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.</p> <p>Particular care should be exercised in ensuring confidentiality of the following types of information:</p> <ul style="list-style-type: none"> • Labour negotiations • Information about suppliers provided for evaluation which might be useful to other suppliers • Matters relating to the legal affairs of the Town • Sources of complaints where the identity of the complainant was given in confidence • Items under negotiation • Information defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act <p>This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.</p>
Use of Town Property	1.6	<p>No member shall use for personal purposes any Town property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Town duties or associated community activities of which Town Council has been advised. Personal use of Town-issued devices such as a laptop or cellular is permitted.</p> <p>No member shall obtain financial gain from the use of Town-developed intellectual property, computer programs, technological innovations, or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Town of Shelburne.</p> <p>No member shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties.</p>
Work of a Political Nature	1.7	<p>No member shall use Town facilities, services, or property for their re-election campaign.</p> <p>No member shall use the services of Town employees for their re-election campaign, during hours in which the employees are in the paid employment of the Town.</p>
Conduct at Meetings	1.8	<p>During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.</p>
Representing the Town	1.9	<p>Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.</p>
Influence On Staff	1.10	<p>Members shall be respectful of the fact that staff work for the Town as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of</p>

		<p>Members of Council.</p> <p>In addition, members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual member or group of Members of Council.</p>
Business Relations	1.11	No member shall borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
No Member shall Act as a Paid Agent	1.12	No member shall act as a paid agent before Council or a Committee of Council or any agency, board, or committee of the Town.
Encouragement and Respect for Shelburne	1.13	Members shall encourage public respect for the Town of Shelburne and its by-laws.
Harassment	1.14	<p>Harassment is defined in accordance with the Ontario Human Rights Code as a vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.</p> <p>Members of Council acknowledge that every person who is a councillor or employee has a right to freedom from harassment in the workplace.</p> <p>Harassment of another member, staff or any member of the public is misconduct.</p>

Bullying	1.15	<p>Workplace bullying is defined as “repeated unreasonable behaviour directed towards an employee or a group of staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another staff member/s.</p> <p><u>Examples of Workplace Bullying</u></p> <p>The most common types of workplace bullying are:</p> <ul style="list-style-type: none">• Spreading malicious rumours, gossip or innuendo that is not true• Excluding or isolating someone socially• Intimidating a person• Undermining or deliberately impeding a person’s work• Withdrawing necessary information or purposefully giving the wrong information• Setting impossible deadlines• Making inappropriate jokes• Persistent criticism of appropriate work• Freezing out, ignoring or excluding• Attempts to humiliate staff in front of others• Unjustified monitoring of work• Verbal/non-verbal threats• Abusive, offensive or insulting language• Behaviours that frighten, humiliate, belittle or degrade• Belittling a person’s opinions• Damaging or interfering with a person’s property or work equipment• Threats of violence or actual incidents of violence• Regular ultimatums and/or threats of dismissal• Inappropriate comments about a person’s appearance, lifestyle or their family. <p><i>When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.</i></p> <p>Bullying another member of Council, staff or any member of the public is misconduct.</p>
Attendance at Meetings	1.16	Members shall make best attempts to attend Council and Committee meetings and be on time. When a member cannot attend a meeting they shall contact the Clerk’s Department in advance.
Interpretation	1.17	Members of Council seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.
Effective date	1.18	This by-law shall take effect on the date of its final passing.
Alleged Breaches of the Code of Conduct	1.19	If a breach of the Code of Conduct is alleged the complaint should be lodged with the Integrity Commissioner.

BY-LAW READ A FIRST TIME in Open Council this the 11th day of January, 2016;

BY-LAW READ A SECOND and THIRD TIME in Open Council, and finally passed this the 11th day of January, 2016.

Signed copy on file

Ken Bennington, Mayor

John Telfer, CAO/Clerk

CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 56-2007

**BEING A BY-LAW TO ESTABLISHED AN
ACCOUNTABILITY AND TRANSPARENCY POLICY FOR
THE CORPORATION OF THE TOWN OF SHELBURNE**

WHEREAS Section 270 (1) of *The Municipal Act, 2001, S.O. 2001, c.25* as amended identifies that the Council of the local municipality shall develop an Accountability and Transparency policy for the Corporation of the Town of Shelburne before January 1st, 2008;

AND WHEREAS the Council has deemed it expedite to implement such a policy that will address both the Corporation of the Town of Shelburne Council members and the Town staff;

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

1. That the attached document entitled Accountability and Transparency Policy for the Town of Shelburne and attached as Schedule A to this by-law will be a governing document within the Town of Shelburne.

This By-Law shall take effect and come into force upon passing.

READ A FIRST TIME AND SECOND TIME this the 3rd of December 2007.

READ A THIRD TIME in Open Council, and finally passed this the **17th day of December, 2007**

MAYOR

TOWN CLERK

Schedule A

ACCOUNTABILITY AND TRANSPARENCY POLICY

**CORPORATION OF THE TOWN OF
SHELBURNE**

Prepared November 30, 2007



The Corporation of
THE TOWN OF SHELburne

Accountability and Transparency Policy

1. Purpose/ Application

The *Municipal Act* requires that all municipalities have a policy determining “the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public”. The *Municipal Act* requires that municipalities develop these policies but does not prescribe the content of these policies.

2. Definitions

- i) Accountability – The principle that the municipality will be responsible to its Stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- ii) Transparency – The principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means the municipality’s decision making process is open and clear to the public.

3. Policy Statement

The Council of the Town of Shelburne acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to our citizens; and
- Promoting the efficient use of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders, In addition, where possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

4. Corporate Values

To create open communication through teamwork and cooperation both at the Council level, as well through Town staff and all committee members. Within the corporation, mutual respect and the highest of integrity will be maintained by its elected officials, Town employees and members of committees within the Corporation, as well as addressing matters with the general public

5. Policy Requirements

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality:

i) Financial Matters

The municipality to be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

1. internal/external audit
2. reporting/statements
3. long term financial planning
4. asset management
5. purchasing/procurement
6. sale of land
7. budget process

ii) Internal Governance

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

1. code of conduct for staff
2. performance management and evaluation
3. hiring policy
4. orientation/continuing education
5. health and safety
6. work/life balance
7. compensation/benefit
8. responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

iii) Public Participation and Information Sharing

The municipality ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at the meetings. In addition, the municipality has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc. Some specific examples could include:

1. Procedural by-law
2. Code of conduct for council and staff
3. Strategic plan
4. Delegation rules
5. Records retention
6. Planning processes
7. Public notice by-law or policy



CORPORATE POLICY

DEPARTMENT: CAO

POLICY: SOCIAL MEDIA POLICY

APPROVAL: COUNCIL

EFFECTIVE DATE: April 25, 2022

1. POLICY STATEMENT

Social media is rapidly changing the way we discover, communicate and share information. Interactive communication or social media refers to online services and tools used for publishing, sharing and discussing information in the form of text, photographs, video and audio.

The Town of Shelburne is committed to enhancing its communications using appropriate social media tools. The Town supports responsible use of social media for Town business purposes. The Town has established an official presence on several social media sites including Facebook, Instagram and Twitter and will continue to look at other social media sites as required.

The Town is using social media, in conjunction with traditional communications, to enhance and increase outreach and engagement with residents and stakeholders, while providing a consistent level of service and access to information. The use of social media also provides opportunities to build and maintain public trust, transparency and accountability in municipal government. It may be used to consult with the public, recruit employees, volunteers and public appointees.

While the Town recognizes the popularity of social media, certain guidelines must be observed to protect the municipality. Employees, Members of Council and or Town representatives using official Town social media outlets and personal social media accounts are expected to conduct themselves in a professional and ethical manner

2. PURPOSE

To identify responsibilities and standards for the establishment and administration of corporate social media sites.



To provide rules on the acceptable participation in social networks by Members of Council, and municipal employee and citizen appointees to boards and committees.

This policy serves to:

- Provide direction and guidelines to those managing and administering corporate and social media sites
- Protect the municipality's reputation
- Provide employees, Members of Council and citizen appointees to board and committees with clear usage guidelines
- Provide protocol around monitoring, administration and acceptable use and privacy

3. SCOPE

This policy applies to all members of Council, board and committee appointees, employees, and volunteers of the Town of Shelburne.

4. DEFINITIONS

"Appointees" includes: individuals appointed to all Town Committees or Boards ("Appointees") by Council.

"Corporation" means The Corporation of the Town of Shelburne.

"Corporate Use" means management approved activity on any social media platform or account that is operated and maintained by the Town.

"Council" or **"Councillor"** means the elected municipal council of the Town of Shelburne.

"Employee" means any person that is employed by the Corporation of the Town of Shelburne. This includes all classifications of employees (e.g., Permanent Full Time, Permanent Part Time, Seasonal, Temporary Casual, Student, Contract)

"IT" means the Information Technology Department at the County of Dufferin.

"Municipality" means the Corporation of the Town of Shelburne.

"Personal Use" means an individuals use of social media accounts on any social medial platform at any time



“Social Media” includes any forms of electronic communication through which users create online communities to interact with each other by sharing information, opinions, knowledge, ideas, personal messages and other content. These include web-based sites that include blogging, micro blogging, photo sharing, video sharing, webcasting and networking.

“Social Media Account Staff” means the employee(s) of the Town who have been designated to establish and administer social media channels, establish social media strategies and reporting, and serve as social media moderator.

“Town” means the Corporation of the Town of Shelburne.

“Volunteer” means any person who undertakes or is assigned responsibilities that are not paid on Town of Shelburne property, this does not include those persons appointed to boards and committees by council.

5. POLICY

The Town supports the use of social media to:

- Promote programs and services
- Educate the public
- Share information
- Gain public feedback and respond to queries
- Alert the community in emergency situations

The use of all social media sites by the municipality will adhere to:

- applicable provincial and federal laws, regulations;
- the terms of service of each social media site; and
- all applicable corporate policies, guidelines, and by-laws, including, but not limited to: applicable administrative, human resources policies, information technology policies and records management policies and by-laws

All those that fall under this policy are expected to conduct themselves professionally during work and personal time. Even when someone does not publicly associate themselves with the Town on social media, all materials associated with their page may be perceived to reflect upon the Town.



6. SOCIAL MEDIA MANAGEMENT RESPONSIBILITY

The use of the Town's social media needs to be carefully coordinated to ensure consistent use, with messaging and monitoring.

Social media communications will be conducted through a "one window" approach meaning there will be only one municipal account per social media site. Department specific or any group specific accounts are not permitted without prior authorization.

Administration of all social media tools and sites by the Town will be centralized with Social Media Account Staff. Social Media Account Staff will also monitor and post to social media sites on behalf of the Town.

Town departments are encouraged to identify and provide content for the Town's social media and website and to provide information to the site administrator to approve.

As time permits, the Social Media Account Staff will update and monitor the social networking platforms during the Town's administrative regular office hours, 8:30 am – 4:30 pm, Monday to Friday. Social media platforms may occasionally be unavailable and the municipality accepts no responsibility for lack of service due to the downtime of any service.

Posting by the public on a social media site of the Town is not considered official notice or an official complaint submission to the Town of Shelburne. Unless otherwise noted in applicable policies, contact through a social media platform does not constitute formal feedback or consultation.

As time permits, the Social Media Account Staff will read the comments and private messages to:

- 1) any emerging themes or helpful suggestions are forwarded to the relevant departments,
- 2) any factual errors (misinformation) is corrected.
- 3) ensure they are appropriate and delete offensive content.

The Town reserves the right to edit or delete comments and posts that contain inappropriate language, commercial advertising, partisan messaging, discriminatory messages, sexual content, promotion of illegal activity, promotion of political candidates



or other material deemed inappropriate. Comments that constitute discrimination or harassment under the Ontario Human Rights Code are not permitted.

Social Media Account Staff will respond to private messages sent via social media in a fashion similar to that of general calls to the office. Timelines for response will align with the Town's customer service expectations. Social Media Account Staff will respond to simple information requests. Some issues will be escalated to the appropriate staff member as the issue requires. When a simple response is required to a question or comment posed through social media, the guideline is for staff to address within 24 business hours. Response time may be limited by staff availability and resources across the corporation; there will be instances when a response may take more time.

7. STRATEGY

Social media should be integrated with a variety of communication tools and tactics, as part of an overall communications strategy, to maximize outreach. The Town's website, www.shelburne.ca is the Town's primary source for information exchange with the community. The Town will have only one website and the Town's website will serve as the exclusive and central hub for all social media networks, with postings frequently directing users to relevant sections of the website.

Staff must ensure that the Town's official social media sites:

- Educate and inform the public
- Enhance the Town's reputation
- Provide a consistent and professional voice so that residents can be assured the information they are receiving is official information from the Town of Shelburne
- Are effectively managed to ensure that they provide timely and accurate information and responses
- Adhere to established records retention, privacy and accessibility requirements
- Have content monitored and updated by appointed site administrators
- Are not used to promote individual political opinions or campaigns
- Ensure AODA compliant



8. RISKS AND BENEFITS

Social media presents opportunities to engage citizens and residents.

Benefits:

- Increase resident's access to government
- Allow the Town to be more active in building relationships with residents, partners and stakeholders
- Increase speed and responsiveness of communications, especially in emergency situations
- Reach specific audiences on specific issues
- Increase the level of trust in municipal government
- Manage messages and information by creating content that stands alongside mass media
- Reduce dependence on traditional media channels and counter any inaccurate press coverage
- Promote services, initiatives and events

Risks:

- Defamatory comments
- Business solicitations by external parties
- Offensive emotional discussions
- Negative responses to municipal postings about programs, services and events.

9. CONDUCT

While the use of social media sites creates new opportunities for enhanced communication and collaboration with residents and other stakeholders, it also creates new responsibilities.

Communication on social media sites or accounts should always be considered public and permanent. Online communities are not private. Postings may be accessed by a wider audience than intended or copied by others and posted elsewhere without the author's permission or knowledge.

All those that this policy applies to should not expect confidentiality or privacy in relation to their online activities as they pertain to the Town of Shelburne. Posting content on social media sites about an employer is considered a publication and not a private



activity. All those this policy applies to are personally responsible for the content they publish online as it relates to the Town.

Social Media Account Staff using social media on behalf of the Town will conduct themselves in a professional and ethical manner, including:

- Post accurate, credible, and consistent information and links that are consistent with the Town's information, messages, brand identity, and policies. Department Heads are responsible for the accuracy and relevancy of any information forwarded to the Social Media Account Staff for posting.
- Link corporate social media sites back to the official Town of Shelburne website for forms, documents, online services and other information whenever possible
- Strive for transparency and openness, including when deemed necessary, identifying their name and position within the Town.
- Publicly correct any information in a timely manner that has been communicated and found to be in error, using the same platform it was produced.
- Post content in a manner that is discreet, does not disclose confidential information or release personal or corporate information, without prior consent. Social Media content must take the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) into consideration.
- Must not engage in offensive language, respond in a confrontational manner, or post content that is not professional or that contravenes Town policies and the Town of Shelburne Code of Conduct.
- Must not use corporate accounts to express personal opinions or further personal agendas.
- Ensure proper protocols and permissions are obtained for posting any copyrighted material (including documents, websites, logos, images).
- Ensure security of social media accounts is maintained, including password and login information.
- Maintain timely postings on corporate social media sites, updating information as often as possible.
- Share educational resources related to social media and use with staff and Council.

Users and visitors to the Town's social media accounts/pages should be notified that the intended purpose of the site is to serve as a communication platform and information-sharing tool between the Town and the public.



A hyperlink to the Town of Shelburne Social Media Policy will be posted on the respective social media account/page where possible. The Town reserves the right to remove inappropriate, inaccurate, irrelevant or unproductive content (i.e. posts and comments) from social media accounts. If the user continues to post inappropriate, irrelevant, inaccurate or unproductive content, the Town may ban/block the user from the site at the discretion of staff.

Comments, posts, or articles containing the following content will not be allowed:

- Comments not related to the topic and/or issue being commented upon;
- Account spamming, trolling or overposting;
- Posts that are meant to solicit sales, products, or goods and services;
- Profane, aggressive, hateful, defamatory, insulting, rude, abusive or violent language or content;
- Conduct or encouragement of illegal activity
- Information that may compromise the privacy, safety or security of the Town or public
- Comments or posts that includes inaccurate material or misrepresent facts as known by the Town
- Comments or posts that impersonate or misrepresent someone else, including public figures, municipal staff or municipal officials;
- Content that violates a legal ownership interest of any other party.

The Town of Shelburne is not responsible for any comments or use of material posted by users.

10.EXTERNAL PROMOTION

The Town of Shelburne may promote events on its website and/or social media sites if the Town is involved as a participant, host, partner or sponsor. Other area events may be posted on the Town's social media sites, administrators will be monitoring postings for appropriateness.

Members of the public have the option of sending event details to <https://calendar.shelburne.ca/Management/Account?ReturnUrl=%2fManagement%2fEvent%2fCreate> for review and publication consideration.

11.RECORDS



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

Comments and messages posted to the Town's official social media sites are considered transitory records and will not be kept as a permanent record by the Town of Shelburne. Information specifically collected as part of an official public engagement exercise will be kept in accordance with the Town's retention by-law.

12. PRIVACY AND DISCLAIMER

Privacy, unless obligated by applicable law, by-law, legislation, or to demonstrate negative behaviour from a user, the Town of Shelburne does not capture or record the contact details of parties interacting with its social media accounts.

Comments and messages solicited by the Town and collected for the public record using social media will be treated like any other form of communications received by the Town and will be subject to the provisions of the *Municipal Freedom of Information and Privacy Act*.

The Town does not collect information for commercial or marketing purposes, nor does it sell, exchange, or otherwise distribute information collected through its use of social networking sites for commercial or marketing purposes. The municipality will not, under any circumstances, use any information provided by users for any purpose that is inconsistent with the purpose for which the information was provided, as stated on the social networking site.

At the discretion of the Town, any information, photos or videos that are shared or posted to an official Town social media account may be reproduced by the Town for promotional and other purposes with the appropriate permissions and acknowledgement of the source.

Disclaimers

Where possible, each social media site shall contain a disclaimer clearly advising third party users or visitors to the site, that third-party comments are not the official communications of the Town of Shelburne.

The following disclaimer shall be added to each of the Town's social media sites: "This is an official Town of Shelburne social media page. Comments made by members of the public are not official communications of the Town of Shelburne and are owned by the contributing commenter. These comments are not reflective of the Town's views, opinions and/or policies."



13. VIOLATION OF POLICY

A violation of this policy by an employee is a serious matter and may result in disciplinary action.

Attachments: Schedule A - Town of Shelburne Social Media Policy Guidelines

Schedule A – Town of Shelburne Social Media Policy Guidelines

Even if you don't explicitly identify yourself as a Town employee or councillor, others may identify you as an employee or councillor by your name, your place of work, a photograph, or by the content you post.

The following guidelines apply to staff, Members of Council, and Council appointees and are applicable to both corporate and personal use of social media.

- Make it clear that your personal position does not officially represent the Town's position. Use phrases such as "in my personal view" or "Personally..." to communicate that you are expressing personal views.
- Do not use visual cues that suggest you represent the Town. Do not post Town owned logos, photographs, graphics or other media without the Town's authorization.
- Do not circulate any organizational or confidential information, such as internal deliberations about how decisions are made, personal information, such as client or employee information, or negative comments about the Town of Shelburne, Councillors, Employees or residents.
- Do not disparage or embarrass the Town, individual Councillors, Employees, and others associated with the Town.
- Do not engage in workplace discrimination or harassment, or activity that includes inappropriate comments, photographs, links, etc.
- Monitor your language, never use threatening, offensive or harassing language or target any group, promote illegal or dangerous activities.
- Respect copyright laws. Do not reproduce or borrow content that violates trademark or copyright laws, you may provide links to interesting and relevant materials.

Employees of the Town of Shelburne

All municipal employees must ensure the following:



1. You are only permitted to access social networking sites on municipal computers and equipment during working hours as necessary to carry out your job duties.
2. Your participation in any social networking site must not conflict with your role at the Town and must in no way harm the Town's reputation.
3. The use of social media devices including personal cameras, cell phones, audio recording devices, etc. shall not be permitted to be used by Town staff at emergency scenes. Confidential sensitive information that is intended to be kept private shall not be posted to any website.
4. Employees must ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous. Employees will be held accountable for what they write or post on social media or Internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the municipality, its employees, ratepayers, or vendors may result in disciplinary action, up to and including termination. Even though you are acting on your own time, you are still connected with the organization and can affect the Town of Shelburne's reputation.
5. The use of social media regardless of whether you are on or off duty or access social media at home or at work, any derogatory or offensive comments about your co-workers on social media may be considered a form of harassment.
6. Employees should always represent the municipality in a positive and professional manner so negative images are not posted on social media sites of ratepayers and suppliers. Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action.

Members of Council and Public Appointees

Members of Council are welcomed and encouraged to participate in social media, through their own accounts. All members of Council and Appointees must ensure the following:

1. The Council Code of Conduct is respected.
2. Privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous.
3. There is no use of municipal logos, slogans or intellectual property on personal or other accounts without prior written authorization.
4. When sharing issues and decisions of Council, there is an expectation that should social media be used during a council or committee meeting, the use will not interfere with active engagement and participation in the meeting.



5. Any derogatory or offensive comments about others on social media may be considered a form of harassment, regardless of whether you are on or off duty or access social media at home or at work.
6. Always represent the municipality in a positive and professional manner so negative images are not posted on social media sites of ratepayers and or others. Those who are photographed or recorded acting inappropriately or unprofessionally may impact the reputation of the Town.

The Town of Shelburne will not intercede on behalf of Members of Council for items members post on their own social media accounts. In the case where a member shares erroneous information about municipal decisions, services, etc., the Clerk or their designate will bring their matter to the attention of the member directly, with the expectation the member will correct the error as soon as possible.

During nomination period of a municipal election candidates or people acting on their behalf, are not permitted to post on Town of Shelburne social media sites. In addition, incumbent members of municipal Council who may seek re-election in a forthcoming term, may not utilize the Town of Shelburne social media sites to post individual campaign related information.

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW 37-2018

BEING A BY-LAW TO PROVIDE FOR PAYMENT OF COUNCIL MEMBERS AND COMMITTEE MEMBERS OF THE TOWN OF SHELBURNE.

WHEREAS by the Municipal Act 2001, S.O. 2001, c.25 as amended Sections 283, a Council may pass by-laws to provide for payment of its members and members of Committees and Boards; and

WHEREAS Council must review its remuneration at least once every four (4) years as per Section 283 (7) of the Municipal Act 2001, S.O. 2001, c. 25, as amended;

NOW THEREFORE the Council of the Town of Shelburne enacts as follows:

- 1. The Council of the Town of Shelburne shall be paid the following annual remuneration:

Mayor	\$26,000.00
Deputy-Mayor	\$17,004.00
Councillors	\$13,884.00

This remuneration includes attendance to all meetings including any regular, special, committee, or other meeting of Council, of a local board or of a committee of either of them, including a conference or seminar as Council representatives.

Council Members attending meetings outside the municipality shall be paid the current per kilometre rate for travel, if applicable, and a per diem rate of \$100.00 for functions authorized by Council within the work week.

All members of Council shall adhere to the Council Conference Policy with respect to attending training, seminars and conventions.

The non-council members of Committees and Boards shall be paid the following remuneration:

The remuneration for all Boards and Committees of Council shall be \$50.00 per meeting attended for non-members of Council and \$75.00 per meeting attended for Chair as a non-Council member.

- 2. That this remuneration will come into effect on January 1, 2019
- 3. That this remuneration be adjusted annually to reflect the Statistics Canada Consumer Price Index, the same increase as employees are awarded each year.
- 4. That By-Law 38-2014 is hereby repealed.

BY-LAW READ A FIRST TIME AND SECOND TIME THIS 23RD DAY OF JULY 2018

BY-LAW READ A THIRD TIME AND PASSED THIS 23RD DAY OF JULY 2018

MAYOR

CLERK