

Agricultural and Agri-Business Advisory Committee Meeting

Date: March 20, 2025

Time: 1:00 pm

Location: North Perth Municipal Building Committee Room

	Pages
1. Call to Order	
2. Land Acknowledgement Statement	
<p>We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.</p>	
3. Annual Election of Chair/Vice Chair	
4. Approve Agenda/Additions to the Agenda	
5. Disclosure of Pecuniary Interest and General Nature Thereof	
6. Review and Approval of Previous Meeting Minutes	1
7. Farm 911 / Emily Project Update	
8. NPDF Levels of Service & Specialty Rescue Presentation - NPDF Chief Janny Pape	5
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10. Agricultural Excellence Project Objectives for 2025	
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13. Next Meeting Dates

14. Adjournment

Agricultural and Agri-Business Advisory Committee Meeting Minutes

Date: November 14, 2024
Time: 1:00 pm

Members Present

Cameron Lago
Christa Royce
Erin Doan
Keith Stoltz
Ralph Coneybeare
Tina Beirnes
Marc Noordam

Members Absent

Chelsea Steenbergen
Hernando Restrepo

Others Present

Matt Cardiff, Agricultural Specialist
Mackenzie Smith, Communications Coordinator
Jessica McLean, Manager of Strategic Initiatives
Kim Kowch, Economic Development Officer
Kriss Snell, Chief Administrative Officer
Loni Elliott, Ontario Farmers Association
Sally McMullen, Chief Building Official
Hannah Cann, Resiliency & Stewardship Co-Ordinator,
Perth County

1. Call to Order

Chair Tina Beirnes called the meeting to order at 1:00 p.m.

2. Land Acknowledgement Statement

“We acknowledge that we are on the traditional land of the Anishinaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

3. Declarations of Pecuniary Interest

There were none.

4. Approve Agenda/Additions to the Agenda

It was moved by Ralph Coneybeare and seconded by Marc Noordam THAT the agenda for tonight's meeting be approved, as presented.

CARRIED

5. Review and Approval of Previous Meeting Minutes

It was moved by Keith Stoltz and seconded by Erin Doan THAT the August 21, 2024, Agricultural & Agri-Business Advisory Committee Meeting Minutes be approved, as presented.

CARRIED

6. Perth County Stewardship Initiative

6.1 Hannah Cann, Resiliency & Stewardship Coordinator

Hannah Cann, the Perth County Resiliency & Stewardship Coordinator, provided an overview of the Stewardship Program, highlighting its purpose, progress, and achievements. She discussed the program's efforts and successes, including tree planting percentages, and outlined the project timeline and key milestones. The presentation also covered details about the grant streams offered, including the application periods and statistics from the first grant stream. Questions were raised regarding alignment with provincial and federal programs, and additional information was provided on species selection and the role of volunteers in supporting the program.

7. North Perth Building Department - Agricultural Building Presentation

Sally McMullen, Chief Building Official, provided a presentation on Building Department activities related to the agriculture sector, as requested at the August meeting by the committee. Topics covered included the Ontario Building Code (OBC), and its application to various agricultural structures, ensuring fire safety, building use, and adherence to minimum standards. On-Farm Diversified Uses were also discussed. Key topics included the role of consultants and the steps, timeline and processes undertaken when building plans are submit. The committee learned that Building Department guides are being developed for agriculture structures (such as the ones that currently exist for decks and tents), and requirements for inspections, occupancy permits, and zoning. She addressed questions about Minimum Distance Separation (MDS), site plans, and surveying. The discussion also highlighted technical requirements for firebreaks and/or designated water reservoirs for firefighting for large barns. It was noted that upcoming changes to the building code will begin to be implemented January 1st, with mandatory implementation by April 1st. McMullen also

emphasized the importance of training and education, including municipal-hosted training opportunities.

8. Terms of Reference

Committee members to review independently.

9. Farm 911/The Emily Project

Staff provided an information report to the Committee on the Emily Project, outlining its purpose and potential impact on North Perth. The project aims to raise awareness and encourage community participation, with no changes to the sign permit fee required for implementation.

It was moved by Ralph Coneybeare and seconded by Cameron Lago THAT staff take a report to Council recommending that the Council of North Perth sign on to the Emily Project.

10. Urban/Rural Reference Materials

It was moved by Christa Royce and seconded by Ralph Coneybeare to move item 10 to the next committee meeting agenda.

CARRIED

It was moved by Marc Noordam and seconded by Cameron Lago to extend the Committee meeting to 3:30 p.m.

CARRIED

13. Roundtable Discussion

A Committee Member opened discussion about specialty rescue response in North Perth, including confined space rescues for grain entrapment, silo gas, and water rescue. Staff indicated that they are working with the North Perth Fire Department and OFA on a strategy to promote & mitigate grain bin & silo safety and will be bringing a report to the committee's next meeting.

Committee members brought forward interest in clarifying the wording and parameters surrounding Section 6.4.8(a) of the new 2024 Perth County Official Plan, pertaining to land acquisition options available to both Perth County and the Municipality of North Perth. With the dispute over the expropriation of prime farmland for industrial development in Wilmot township as an example, a request for information was made to determine what land acquisition options are appropriate for the various purposes outlined in the Official Plan. Staff will consult

with the Perth County Planning Department and report findings to the committee at its next meeting.

11. Correspondence

11.1 NPEDAC Meeting Minutes September 11, 2024

Staff shared highlights of the NPEDAC meeting.

12. 2025 Meeting Dates

Committee members discussed possible meeting dates for 2025.

It was moved by Keith Stoltz and seconded by Christa Royce THAT the Committee select option two in the provided document and to meet at 1:00 p.m.

CARRIED

14. Adjournment

It was moved by Christa Royce and seconded by Marc Noordam that the Committee meeting adjourns at 3:18 p.m.

CARRIED



COUNCIL REPORT

From: Janny Pape, Manager of Development & Protective Services
Date: Monday, December-16-24
Subject: NPFDD Levels of Service

Background:

Within the Province of Ontario, the delivery of fire protection services is guided by the Fire Protection and Prevention Act (FPPA), which included the strategic optimization of three lines of defence:

- Line 1:** Fire and life safety education,
- Line 2:** Fire safety standards and code enforcement, and
- Line 3:** Emergency response.

The first two lines of defence are proactive, cost effective, and are to be prioritized to reduce risk within a jurisdiction. The third line of defence is reactive, costly, high risk, and taxing for our volunteer firefighting personnel, their families, and local employers.

The FPPA empowers municipal councils to set levels of fire protection services through an Establishing and Regulating (E&R) By-law. Decisions regarding service levels are to be informed by a Community Risk Assessment (CRA), as required by Ontario Regulation 378:18. North Perth's current E&R By-law was approved by Council on November 7, 2022, and the Community Risk Assessment was received for information on July 15, 2024.

Factors considered when determining levels of service include the frequency of calls received by response type, NPFDD day staff and volunteer firefighter capacity and capability, and budgetary implications. The CRA identified that North Perth's highest call volumes are attributed to medicals, motor vehicle collisions, false fire and carbon monoxide calls, and fires.

Although the North Perth Fire Department has not historically provided confined space or high angle rescue, staff recently became aware that there is concern in our farming community about the current level of service. This report is intended to provide Council with information regarding the level of training required to increase the level of service, the financial implications of offering this type of specialty rescue service to our community, and recommended mitigation strategies to reduce grain bin and silo incidents.

This document is available in alternate formats, upon request.

Comments:**Ministry of Labour Requirements:**

Confined space certification is mandated by the Ministry of Labour for any employee who enters a confined space and can be obtained by taking the training by any certified health and safety instructor. Many municipal employees (i.e. water and wastewater) are trained and expected to perform confined space entries as required by Health and Safety Act and the regulations. The regulation requires that the employer is responsible for the on-site rescue operations, and we are aware of local industrial employers that have in-house teams. 911 emergency services are not considered to be on-site rescue options. For Council's awareness, farms (that are not corporations) are exempt from many health and safety requirements.

Local Context and Action:

North Perth's E&R By-law does not authorize North Perth Fire Department personnel to perform specialty rescues including those related to water, confined space, trench, high or low angle incidents. While the NPFD responds to emergencies in grain bins and silos, current training levels limit the assistance personnel can provide. It should be noted that if the NPFD was to be notified of an emergency that required a confined space or high angle rescue team, the Provincial Emergency Operations Centre would be contacted to deploy an appropriate rescue team, operating under a Memorandum of Understanding with the Province.

In 2024, the North Perth Fire Department responded to two incidents involving grain bins and one incident involving a silo. Past lost and event history shows this cluster of incidents to be an anomaly as the NPFD has not responded to a rescue in a grain bin or silo in several years. It is the NPFD's experience that the majority of incidents involving grain bins and silos are preventable if the appropriate precautions are implemented (e.g., equipment lock-out tag-out and utilization of four-gas meters). While two of the incidents had positive outcomes, the third resulted in life altering injuries. All three incidents put our first responders at risk, physically and psychologically.

In response to the incidents, staff connected with North Perth's Agricultural Specialist and the Ontario Federation of Agriculture (OFA) to discuss opportunities to collaborate on educational efforts. Plans are in the works for the development of a lunch and learn through the OFA and a presentation to the North Perth Agricultural and Agri-Business Advisory Committee in the new year. Additionally, the 2025 proposed budget includes funds to create a public service announcement involving a farmer involved in one of the incidents, and one of our volunteer firefighters.

Provincial Context:

There are 437 fire departments in Ontario. This includes 32 career departments, 210 composite departments, and 195 volunteer departments. Because more than 85% of the NPFD personnel are considered volunteer, by provincial definition North Perth is protected by a volunteer fire department. In 2023, only 3 volunteer departments provided both confined space and high angle rescue as a level of service, and only 20 of the 32 career departments offer this level of service. Howick, Minto and Saugeen Shores have recently disbanded their specialty rescue teams due to the significant

financial commitment required to provide this level of service, the calls to these types of emergencies were infrequent, volunteer firefighters were unable to commit to the significant training requirements and could not sustain the level of service on a 24/7/365 basis. No fire departments in Huron or Perth offer confined space or high angle rescue.

NPFD Capacity Challenges:

In addition to emergency response, North Perth volunteer firefighters currently commit to bi-weekly training sessions (60 hrs/yr), weekend on call responsibilities (39-51 hrs/yr), mandatory live fire training (8 hours), drivers training/DZ testing (8 hrs), emergency medical responder training (40hrs/yr), pumper operations training (40 hours) within the first three years of hire. Some members also assist with public education and provide coverage for fireworks displays for the Atwood Lions Club and the Listowel Agricultural Society. The time commitment is significant and has been cited by current and past firefighters as a major retention issue.

Requirements to Increase Level of Service:

To provide confined space and high angle rescue, 120 hours of initial training would be required for each firefighter to become certified and 48 hours of annual recertification training. To affect a rescue safely, a minimum of 12 fully qualified firefighters would be required. However, due to the unpredictability of emergency calls and volunteer availability, at a minimum 20 firefighters would need to be trained. This would amount to registration costs of approximately \$70,000 and wages of \$84,000, with annual recertification training costs of \$34,000. A further initial \$150,000 commitment to purchase the necessary equipment would be required. Firefighter wages for response to grain bin and silo emergencies, and equipment maintenance and inspection costs, would be over and above the initial outlay.

It is important to note that NPFD's current staffing model does not allow for an increased level of service. In light of this, a request was made to include the cost of hiring 20 full-time firefighters when preparing this report to allow for the increased level of service. The salary figures below were provided by the Stratford Fire Department as approved 2025 rates.

Position	Annual Base Salary	Annual Total Compensation/Firefighter	Annual Total Compensation/20 Firefighters
Probationary salary (Year 1)	\$72,804	\$97,419	\$1,948,380
3rd Class (year 2)	\$93,189.51	\$121,930	\$2,438,600
2nd Class (year 3)	\$104,838.20	\$135,936	\$2,718,720
1st Class (year 4)	\$116,486.88	\$149,941	\$2,998,820

Additionally, an initial cost of \$7800/firefighter would be required to purchase required personal protective equipment, and work wear with an annual uniform/workwear allocation of \$2500 per full time firefighter. Increasing our level of service to include full-time firefighters would necessitate building, planning and by-law staff to be relocated and the existing office space to be reclaimed for a furnished dorm, as well as introduce a labour union to the Municipality's workforce.

While our community continues to grow, consideration to increasing the NPFDF staffing complement is required. However, hiring full-time firefighters to provide confined space and high angle rescue is not recommended by staff. The costs outlined have been included for illustration purposes only.

Preferred Approach:

To augment North Perth's current level of service for confined space and high angle rescue, staff recommends the following proactive, cost-effective strategies to engage and educate our farming community to minimize grain bin and silo incidents:

1. Proceed with plans for a PSA focussed on grain bin safety as part of the Development & Protective Services 2025 work plan;
2. Continue to collaborate with the OFA about potential lunch and learn opportunities;
3. Fire Department personnel to present at the next Agricultural and Agri-Business Advisory Committee meeting;
4. Promote existing low cost Set 7 Confined Space Awareness and Lock Out/Tag Out course offerings to our farming community;
5. Collaborate with the North Perth Public Library about the possibility to adding 4 gas meters to the lending collection; and
6. Staff to prepare a press release outlining the strategies available to farmers to mitigate risks related to grain bins and silo gas.

Financial Implications: *(Include amounts and funding source)*

The cost to produce a PSA was included in the Development & Protective Services proposed 2025 budget, with funds also being provided by the Strategic Initiatives Department. Purchasing 6 four-gas meters (2 per library branch), and an automated test system would cost approximately \$5,800. Costs for the remaining four strategies are minimal.

Recommendation:

THAT: The Council of the Municipality of North Perth endorses the six mitigation strategies outlined within this report to augment the current approved level of service for confined space and high angle rescue.

Reference Material Attached:

[Click here to enter text.](#)

Corporate Strategic Plan:

This document is available in alternate formats, upon request.

The information and responses provided in this report are consistent with and in keeping with the Municipality's approved Vision, Mission, and Strategic Plan.

Report Prepared by: Janny Pape, Manager of Development & Protective Services

Reviewed by: Kriss Snell, CAO

Tuesday, December-10-24



North Perth is an Agricultural Community

Farmland is Private Property.
Please be respectful & mindful
of agricultural activities,
equipment & livestock on
adjacent farmland.

Local Agriculture In Your Backyard



Your Central
Information Hub for
all things related to
Agriculture & Food
in North Perth



To learn more visit: northperth.ca/agrilink



Living in an Agricultural Community

Enjoying the Bounty Together

Farming and Food Production are a proud part of North Perth's heritage, and a main driver of our economic prosperity
We celebrate the best of food & farming all year long.
Make sure to take in all our community has to offer:



- Listowel Farm & Maker's Market
- Seasonal Farmgate Stands
- On-farm Adventures, Experiences & Events
- 'Pick Your Own' Fruits & Vegetables
- Listowel Agricultural Fair
- Local Bakeries, Butcher Shops, Restaurants & More!

What's in Season?

Check to see what's available locally with Foodland Ontario's Availability Guide:



Normal Farm Practices

North Perth's beautiful farms, fields, and woodlots are among the highlights of our community. While everyone has the right to enjoy their property, farming activities—essential for food production—can sometimes cause odours, noise, dust, and other disturbances. Many of these effects are temporary and also exempt from standard municipal bylaws.

What is a 'Normal' Farm Practice?

A farming practice is considered 'normal' if it:

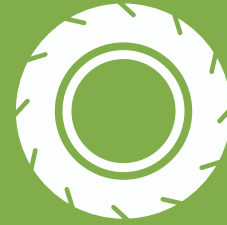
- Is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances, **or**;
- Makes use of innovative technology in a manner consistent with proper advanced farm management practices.

Ontario Farming & Food Production Protection Act

- Legislation that sets out the process for resolving nuisance complaints against farmers
- Complaints arising from users neighbouring farms are assigned to and reviewed by the Normal Farm Practices Protection Board.

"All good in the Neighbourhood"

- If you have a concern about an agricultural practice, try speaking directly with the farmer first. Most are glad to explain their work and explore a solution that benefits everyone.



Driving North Perth Forward

Growing the Local Economy



\$362 Million

Gross Cash Farm Receipts in North Perth, 2021 (StatsCan Census of Agriculture)

926 Local Businesses

North Perth is a regional hub for the Agrifood Sector



Food & Beverage Manufacturing
Animal Health & Science
Agri-Tourism
Equipment Manufacturing
Livestock Nutrition
Finance & Advisory Services
Transport & Logistics
Crop Production & Agronomy
Machinery Sales & Service

2070 Cultivating Careers

2070

Number of Jobs in North Perth related to Agri-Food Production & Processing (StatsCan Census of Ag, 2021)

Feeding & Fueling the Future



Local Farms & Businesses are at the forefront of innovation, leveraging new tech like robotics & renewable energy



Farmers in North Perth are adopting sustainable practices, producing more food with fewer inputs, and a more resilient local ecosystem





Living in an Agricultural Community

Respect for Farm Property

While farm fields might seem like “wide open spaces”, farmland is private property. Before approaching any property you must have permission from the landowner whether or not there are signs posted.



Maintain Biosecurity

- Livestock facilities have biosecurity plans in place to protect their animals from disease. Obey & follow all posted signage restricting entry to a premises.



Keep Our Farms & Environment Clean

- Littering contaminates the environment and can be harmful to livestock and crops and nature.
- Dispose of yard waste, household & construction refuse at the appropriate facilities.



Stay out of Fields & Fenced Areas

- Even in winter, always assume that fields might have crops planted. Tires & snowmobile tracks can cause compaction & yield loss.
- Fencing for livestock protects both the farm animals and you.
- Ask landowners for permission before entering a property for recreation or hunting.

634 Farms

Top Farm Types:

132,000 Acres

in Crop Production & Pasture

#1

Grains & Oilseeds
250 Farms

#2

Dairy & Milk
114 Farms

#3

Beef Cattle
90 Farms

#4

Swine
51 Farms

Share the Road



Be Alert

Watch for slow-moving farm equipment with the orange triangular placard, indicating a maximum speed of 40 km/h.

Be Prepared to Share your Lane

Farm machinery can be large and may take up more than one lane, with narrow shoulders often preventing pullovers. Be ready to slow down or move over when meeting wide equipment, which typically isn't traveling far.

Be Patient

Ensure the farm vehicle isn't turning before passing, and avoid sudden stops after passing—large equipment can't brake as quickly as cars.



“Make Hay While the Sun Shines”

Farming is a year-round endeavour, but work in the fields is especially busy during periods of good weather in the spring & fall.

Discover More at North Perth AgriLink

- Information & Statistics about the Agri-Food Industry in North Perth
- Links to business & environmental grants & support programs
- Ag Community & Cultural Organizations
- Farm Safety & Fire Prevention Support
- Ag-Focused Careers & Educational Resources



Contact Us

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www.northperth.ca/agrilink



BOARD & COMMITTEE REPORT

From: Sarah Carter
Date: Thursday, February-27-25
Subject: Board and Committee Procedure By-law

Background:

As part of their workplan, the Governance Review Committee, with support from staff, reviewed the previous Board and Committee Procedure By-law with the goal of creating a new by-law to improve transparency, accurately reflect current operating procedures, and ensure consistent meeting management for all boards and committees.

On February 10th, 2025, the Council of the Municipality of North Perth adopted a new [Board and Committee Procedural By-law, 10-2025](#).

Comments:

The following is a summary of key changes that have been included in the new by-law.

By-law Section	Revision	Rationale
Entire Document	<ul style="list-style-type: none"> Updated language and headings to be consistent with Council Procedure By-law 106-2023, where possible. 	
2	<ul style="list-style-type: none"> Definitions updated to be consistent with updates throughout the By-law Ad Hoc Working Group definition added. 	<ul style="list-style-type: none"> Add a section for sub-committees that form to work on a special project for the committee but are not appointed by Council.
5.	<ul style="list-style-type: none"> Section title updated to <i>Term of Appointment</i>. 	<ul style="list-style-type: none"> Section title should accurately reflect the content of the section.
5.2	<ul style="list-style-type: none"> Section 5.2 was added to indicate that if a member misses 3 consecutive meetings without authorization by the 	<ul style="list-style-type: none"> Currently do not have an attendance requirement for members.

	Board/Committee, they will be removed from the Board/Committee	
6.2	<ul style="list-style-type: none"> • First meeting agenda updated to include introductions and policy training/education prior to the election of a Chair and Vice Chair. 	<ul style="list-style-type: none"> • First meeting agenda should include more of an opportunity for training, onboarding and introductions of members to one another. • Election process can often be difficult at the start of the first meeting because nobody has any information about other or the requirements of being the Chair.
7.2	<ul style="list-style-type: none"> • b) was added to allow for a meeting to be cancelled when the Chair and/or Recording Secretary are aware in advance of the meeting that quorum will not be met. 	<ul style="list-style-type: none"> • Current by-law does not provide an option to cancel the meeting when it is known in advance that quorum will not be met.
14.	<ul style="list-style-type: none"> • 14 b) added to include roundtable discussion on all advisory committee agendas 	<ul style="list-style-type: none"> • Add an opportunity for roundtable discussion at Advisory Committee meetings to allow for input from the volunteer members of the committee.
16. a)	<ul style="list-style-type: none"> • Updated to indicate that delegation requests must be submitted no later than 4:30 p.m. two days before the agenda is posted. 	<ul style="list-style-type: none"> • Meeting dates are not always held on the same day of the week, Tuesday before meeting isn't always adequate time.
18.	<ul style="list-style-type: none"> • 18 a) added that a resolution is required for the meeting to continue longer than 2 hours. 	<ul style="list-style-type: none"> • Meetings should have a time limit out of respect for volunteer time
Schedule "A" – Terms of Reference	<ul style="list-style-type: none"> • Each of Terms of Reference updated for consistency. • Dissolved Committees were moved, recently established Committees were added. 	

	<ul style="list-style-type: none">• Frequency, time and location updated to more generic language.• Specific staff position titles removed.	
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All Board/Committee members are required to review the by-law and complete the [Board & Committee Member By-law & Policy Acknowledgement](#).

Any questions or concerns regarding By-law 10-2025 can be forwarded to Sarah Carter, Deputy Clerk/Committee Coordinator at scarter@northperth.ca.

THE MUNICIPALITY OF NORTH PERTH

BY-LAW NO. 10-2025

BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF BOARDS AND COMMITTEES OF THE MUNICIPALITY OF NORTH PERTH

WHEREAS Subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the "*Municipal Act, 2001*") requires every municipality to pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Municipality of North Perth deems it advisable to enact a by-law to govern the proceedings of boards and committees, the conduct of board and committee members and the calling of meetings, and to provide for procedures and statutory requirements in accordance with the *Municipal Act, 2001*, and to repeal all previous by-laws related thereto;

NOW THEREFORE the Council of the Municipality of North Perth enacts as follows:

1. SHORT TITLE

This by-law shall be cited as the "Boards and Committees Procedure By-law".

2. DEFINITIONS

In this by-law,

"Ad Hoc Committee" means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

"Ad Hoc Working Group" means a group of committee members, appointed by the committee, to consider a specific matter, and which is dissolved automatically upon submitting its final report to the Committee, unless otherwise directed by the Committee.

"Adjourn" means to end the meeting. This motion requires a seconder, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.

"Advisory Committee" means a committee established by Council that provides advice and recommendation to Council as requested on areas within their mandate with no authority for decision making or independent actions.

"Agenda" means a package of documents, assembled to support the conduct of a meeting, which includes a listing of items to be considered during a meeting as outlined in Section 14 of this by-law, and relevant and available reports and similar documentation to support an understanding of the business items to be conducted. These may be delivered in digital, paper and/or other formats deemed relevant to support distribution and accessibility.

"Board" means those boards established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation.

"Chair" means the person presiding at a meeting who was elected by the members at the first meeting of the term of appointment.

“Clerk” means the Clerk or designate of the Municipality of North Perth, appointed by by-law.

“Closed Session” means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001* and Section 6.4 of this by-law.

“Committee” means statutory, ad hoc, advisory or joint committees which may be appointed by Council from time to time.

“Correspondence” includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc., that may require an action or decision of a board or committee.

“Council” means the Council of the Municipality of North Perth.

“Councillor” means a person elected or appointed as a member of Council.

“Defer” means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.

“Delegation” means a person or group of persons who address a board or committee on behalf of an individual or a group for the purpose of making a presentation.

“Ex-Officio” means the Head of Council who is a member of every board and committee, will not be considered part of the quorum but is able to participate fully in any meeting established by Council, without restriction, including voting.

“Frivolous” means a request that has no serious purpose or value or may have little merit, be trivial or be part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the institution or is made in bad faith.

“Majority” means more than 50% of voting members of a board or committee.

“Majority Vote” means more than half of the votes cast by members entitled to vote.

“Meeting” means any regular, special or other meeting of a board or committee where,

- a) a quorum of members is present; and
- b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of a board or committee

“Member” means a member of a North Perth board or committee.

“Minutes” means a record of the proceedings of a board or committee meeting that includes the place, date, time, name of Chair, list of members in attendance, and evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting.

“Municipality” means the Municipality of North Perth.

“Pecuniary Interest” means a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

“Quorum” means a majority of the members of a board or committee, or as otherwise legislated.

“Recess” means a short break taken during a meeting and is of a duration established by the Chair.

“Recorded Vote” means the recording of the name and vote of every member who is present when the vote is called on any matter of question.

“Recording Secretary” means the person appointed by the Clerk who performs the duties of the Clerk at board or committee meetings.

“Reports” means documents prepared by municipal employees, consultants, solicitors or other individuals, for the purpose of providing advice, alternatives and/or recommendations on various matters.

“Resolution” means a formal state of opinion or intention adopted by a board or committee in accordance with these rules.

“Rules and Regulations” means the applicable regulations contained in this by-law.

“Statutory Committee” means a committee that is permitted or required by Provincial legislation and performs functions as specified in the relevant legislation.

3. GENERAL RULES

- a) The rules and regulations contained in this by-law shall be observed in all proceedings of boards and committees and shall be the rules and regulations for the order and dispatch of business.
- b) Rules and regulations defined in Provincial and Federal Legislation shall take precedence.
- c) In any case for which provision is not made in these rules and regulations, the procedure to be followed shall be as near as may be followed in the most current official edition of Roberts Rules of Order.
- d) Any expenditure of municipal funds is to be approved by Council in accordance with the North Perth Municipal Procurement By-law and the current budget, unless otherwise legislated.
- e) Any board or committee may submit a delegation request form to the Municipal Clerk, requesting to attend a Council meeting to advise on a specific topic. Direction to request a delegation to Council must be given through a resolution of the board or committee.

4. TERMS OF REFERENCE

4.1 Terms of reference for boards and committees appointed by the Council of the Municipality of North Perth are included as Schedule “A” to this by-law.

4.2 The terms of reference shall establish (at least) the following:

- a) The authority of the board or committee
- b) Mandate/goals of the board or committee
- c) Board or committee composition
- d) Support Staff
- e) Meeting requirements
- f) Roles and responsibilities

5. TERM OF APPOINTMENT

- 5.1 The term of appointment shall be four years to coincide with the Council term. Members hold office until their successors are appointed. Where a member ceases to be a member before the expiration of their term, Council will appoint another eligible person for the remainder of the term.
- 5.2 The office of a member may become vacant if the member is absent for three (3) consecutive meetings without authorization by resolution of the committee. Follow up action may be taken in accordance with the Municipality of North Perth *Board/Committee Appointment Policy*.
- 5.3 All members shall attend at least 60% of regularly scheduled meetings of the board or committee to which they are appointed, in a calendar year. Follow up action may be taken in accordance with the Municipality of North Perth *Board/Committee Appointment Policy*.

6. MEETINGS

6.1 Date, Time and Location of Meetings

Meeting dates and times will be set through a resolution of the board or committee prior to the first meeting of the year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.

6.2 First Meeting – Commencement of Term

- a) The first meeting of the term shall occur on a date following the Inaugural meeting of Council, after board and committee appointments have been made.
- b) The Clerk, their Designate, or the Recording Secretary shall chair the first meeting of the commencement of the term, until a Chair has been elected. The order of business for the first meeting shall be as follows:
 - i. CALL TO ORDER
 - ii. LAND ACKNOWLEDGEMENT STATEMENT
 - iii. APPROVAL OF AGENDA
 - iv. INTRODUCTION OF MEMBERS AND STAFF
 - v. POLICY TRAINING AND EDUCATION
 - vi. ELECTION OF CHAIR AND VICE CHAIR
 - vii. SET MEETING DATES FOR THE YEAR
 - viii. ADJOURNMENT
- c) The following election process shall be followed at the first meeting, and any subsequent meeting that requires the election of a member to a specific position on the board or committee:
 - i. Declare the positions of Chair and Vice Chair vacant.
 - ii. Call for nominations for the position of Chair.
 - iii. If only one nomination is received, declare that member as Chair for the term.
 - iv. If more than one nomination is received, the election shall be completed by show of hands in the open

meeting, each member, including nominees, shall have one vote. Once a nominee has received the majority of votes, no additional votes will be required.

- v. In the case of an equity of votes for the position, the successful nominee shall be determined by the Recording Secretary placing the names of the nominees on equal size pieces of paper in a box. One piece of paper will be selected by a member of the committee or staff, selected by the Recording Secretary. The name on the selected piece of paper will be read by the Recording Secretary and shall be declared as the Chair for term.
- vi. Repeat the above process for the position of Vice Chair.

6.3 Regular Meetings

- a) A board or committee may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of such change has been posted and/or published.
- b) No meeting of a board or committee is a properly constituted meeting unless the Recording Secretary or designate is present.

6.4 Closed Session

- a) Subsections 239 (1) and (2) of the *Municipal Act, 2001* requires that all meetings shall be open to the public, with the exception that a meeting or part of a meeting may be closed to the public if the subject matter being considered is,
 - i. the security of the property of the municipality or local board;
 - ii. personal matters about an identifiable individual, including municipal or local board employees;
 - iii. a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - iv. labour relations or employee negotiations;
 - v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another act;
 - viii. 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;
 - ix. 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;

- x. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - xi. 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.
- b) In addition to Section 6.4 (a), a meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- i. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - ii. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1).
- c) A meeting of the board or committee may be closed to the public if the following conditions are both satisfied:
- i. The meeting is held for the purpose of educating or training the members; and
 - ii. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the board or committee.
- d) The published agenda for a meeting shall indicate the fact that a closed session is required. The agenda will provide as much detail as possible regarding the general nature of the matter to be considered during the closed session.
- e) Before holding a meeting or part of a meeting that is to be closed to the public, the board or committee shall state by resolution:
- i. The fact of the holding of the closed session and the general nature of the matter to be considered during the closed session; or
 - ii. In the case of a meeting under Section 6.4 (c), the fact of the holding of the closed session, the general nature of its subject matter and that it is to be closed under that section.
- f) A meeting shall not be closed to the public during the taking of a vote except when the meeting is for a purpose as outlined in Section 6.4 (a) or (b) and the vote is for a procedural matter or

for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contact with the municipality. Votes taken during a closed session shall be by a show of hands unless a recorded vote is requested by a member, in which case the Recording Secretary shall conduct the recorded vote.

- g) The Chair shall report out in an open meeting immediately following the closed session and summarize the actions taken during the closed session. Matters discussed in a closed session which require a decision will be brought forward to an open meeting of the board or committee.
- h) When a closed session is necessary, the minutes of the closed session shall be prepared and approved at the next scheduled closed session.
- i) The Recording Secretary shall be responsible for maintaining a confidential copy of all original documentation distributed relating to closed sessions and for keeping confidential minutes of all closed sessions.
- j) Subject to the provisions of this section, boards and committees may hear delegations in closed session.
- k) It shall be the responsibility of members and staff to respect the confidentiality of all matters disclosed to them and materials provided to them during closed sessions that are required to be kept confidential.
- l) The electronic recording of the proceedings of a closed session is strictly prohibited. Any person who is required to leave the meeting room during the proceedings of a closed session must take all personal belongings with them.
- m) If Council, a board or committee receives a report from a closed meeting investigator, and if the report determined that a meeting was held contrary to Section 6.4 of this by-law, Council, the board or committee shall pass a resolution stating how it intends to address the report.

7. NOTICE OF MEETINGS

- a) Lack of receipt of the notice by any member shall not affect the validity of holding the meeting nor any action taken at the meeting.
- b) The notice requirements set out in this by-law are minimum requirements only, and the Recording Secretary may give notice in an extended manner if in the opinion of the Recording Secretary the extended manner is reasonable and necessary in the circumstances.

7.1 Notice for Regular Board/Committee Meetings

- a) Prior to the first meeting in each calendar year, boards and committees shall establish a schedule of all meeting dates for said calendar year. The schedule shall include the date, time and location of the meetings and shall be posted on the municipal website at the beginning of each year. The meeting schedule is subject to change as necessary.
- b) Notwithstanding the above, the published agenda shall be considered as adequate notice of meetings of boards and

committees. The agenda shall include the date, time and place of the meeting.

- c) The Recording Secretary shall ensure that a copy of the agenda for each board and committee meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.

7.2 Cancelling of Meetings

- a) The Chair may, with appropriate notice cancel any meeting of a board or committee if, in consultation with the Recording Secretary, it has been determined that there are insufficient agenda items for the meeting, or if it appears that inclement weather or an emergency situation will prevent the members from attending.
- b) Any meeting of a board or committee may be cancelled if the Recording Secretary and/or Chair have been advised by the members that quorum will not be met.
- c) Meetings may be cancelled or adjourned taking any of the following into consideration:
 - i. Winter road closures or winter travel advisories have been issued;
 - ii. County or lower tier Public Works crews have stopped plowing roads for a specified period of time;
 - iii. Public Works crews have advised administration of hazardous road conditions;
 - iv. Radio public service announcements are advising of cancellations in the area;
 - v. School bus cancellations;
 - vi. Weather warnings by Environment Canada;
 - vii. Ministry of Transportation road condition advisory; or
 - viii. Members of the board, committee or staff report hazardous travelling conditions.

7.3 Notice of Cancelled Meeting

- a) Where a meeting has been cancelled for any reason, notice of the cancelled meeting shall be in the same form as notice for the meeting was made.
- b) Every effort will be made to notify all members of the board or committee and members of the public who have identified that they plan to attend.
- c) The Recording Secretary shall provide notice of cancellation to members, staff, and all other interested parties as soon as possible in advance of the meeting and in a manner deemed appropriate (e.g. via email, website and posting signs at the meeting site).

7.4 Postponement of Meetings

- a) Any Regular meetings may be postponed to a day named in:
 - (a) A notice by the Chair given through the Clerk's Office and twenty-four (24) hours in advance of the Regular meeting; or

- (b) A resolution of the board or committee passed by the majority of the members.
- b) Where a meeting has been postponed for any reason, notice of the postponed meeting shall be in the same form as notice for the meeting was made.
- c) Every effort will be made to notify all members of the board or committee and members of the public who have identified that they plan to attend.
- d) The Recording Secretary shall provide notice of postponement to members, staff, all other interested parties as soon as possible in advance of the meeting.

8. CALLING OF MEETINGS TO ORDER AND QUORUM

- a) The Chair shall call the members to order as soon after the scheduled meeting start time as quorum is present.
- b) A majority of all members, unless otherwise legislated, shall constitute a quorum and be necessary for the transaction of business.
- c) If a quorum is not present one-half (½) hour after the scheduled start time of the meeting, the Recording Secretary shall indicate that no quorum is present and record the names of those members in attendance and they shall adjourn to the appointed time for the next scheduled meeting.
- d) Where it is known by the Recording Secretary and/or Chair that quorum will not be achieved within one-half (½) hour after the scheduled start time of the meeting, the Chair shall have the discretion to adjourn the meeting at an earlier time.
- e) Where the number of members who are unable to participate in a meeting by reason of the provisions of the *Municipal Conflict of Interest Act, 1990*, such that, at that meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2).
- f) If, during the course of a meeting, quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.
- g) If members are not going to be in attendance or are going to be late for a meeting, they shall contact the Recording Secretary in advance of the meeting.
- h) If the Head of Council attends a board or committee meeting as an "Ex Officio" participant, their attendance will not be considered part of quorum.

9. ROLE OF MEMBERS

- a) It is the role of board and committee members:
 - i. to familiarize themselves with the mandate and/or terms of reference for the board or committee;

- ii. to represent the public and to consider the well-being and interests of the Municipality;
 - iii. to ensure the accountability and transparency of the operations of the board or committee;
 - iv. to understand the board or committee's relationship to Council; and
 - v. to operate under this Procedural By-law.
- b) Members shall come prepared to every meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting.
 - c) Members shall make technical inquiries of staff regarding materials supplied in advance of the meeting.
 - d) No member shall have the authority to direct or interfere with the performance of any work for the municipality.
 - e) While in a board or committee meeting of any sort, members shall abide by the following rules:
 - i. Members shall only speak when recognized by the Chair;
 - ii. Members shall only speak respectfully of His Majesty the King or any member of the Royal Family, Governor General, Lieutenant Governor or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
 - iii. Members shall not use indecent, offensive or insulting language in or against any member, staff, public or any other person. Further, no member will publish any derogatory or demeaning comment or opinion of a board or committee member, staff or member of the public;
 - iv. Members shall only speak to the question in debate;
 - v. Members shall not debate any prior determination of the board or committee except to conclude such remarks with a motion to rescind or reconsider such determination;
 - vi. Members shall not interrupt or disturb any member who has the floor except to raise a point of order;
 - vii. Members shall not disturb a meeting by disorderly conduct or comments;
 - viii. Members shall not leave their seat or make noise or cause a disturbance while a vote is being taken or until the result is declared;
 - ix. Members shall not leave the meeting that they do not intend to return to without first advising the Chair;
 - x. Members shall abide by the rules of the board or committee, obey the decisions of board or committee on questions of order or upon the interpretations of the rules of order by board or committee;
 - xi. In the event that a member persists in a breach of the rules of this by-law, after having been called to order by the Chair, the Chair

shall put the question, "Shall the member be ordered to leave their seat for the duration of the meeting?" the board or committee shall vote on the question and the question is not debatable;

- xii. If the board or committee decides the question set out in subsection xi. in the affirmative by a majority vote of the members, the Chair shall order the member to leave their seat for the duration of the meeting;
- xiii. If the member apologizes, the Chair, with the approval of the board or committee, may permit the member to resume their seat;
- xiv. If a member does not leave their seat after being ordered to do so by the Chair, and if the member does not apologize, then the Chair shall seek appropriate assistance from staff;
- xv. Members must occupy their chairs while a vote is being taken and the results are being declared;
- xvi. Members may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- xvii. Every member present shall vote when a question is put on the floor unless a Pecuniary Interest has been declared;

10. ROLE OF THE CHAIR

- a) The Chair shall carry out the following responsibilities:
 - i. to operate in accordance with this procedural by-law;
 - ii. to preside over board or committee meetings so that business can be carried out efficiently and effectively;
 - iii. to ensure active participation by all members;
 - iv. to maintain decorum and ensure fairness and accountability; and
 - v. to provide leadership to the board or committee.

11. ABSENCE OF THE CHAIR

- a) In the event that the Chair is absent, has a conflict under the *Municipal Conflict of Interest Act, 1990*, refuses to act, or the position becomes vacant, the Vice Chair shall act in the place of the Chair, and while so acting, the Vice Chair may exercise all the rights, powers and authority of the Chair.
- b) In the absence of both the Chair and the Vice Chair, and if a quorum is present, the board or committee shall elect an Acting Chair from amongst its members present. While presiding, the member appointed by the board or committee shall have all the powers of the Chair for the purpose of conducting the meeting only.

12. CONDUCT OF PROCEEDINGS – BOARDS AND COMMITTEE MEETINGS

- a) The Chair shall call the meeting or order as soon after the scheduled start time as quorum is present.
- b) The Chair shall announce the business before the board or committee in the order to which it is to be acted upon.
- c) The Chair shall preserve order and decorum and decide questions of order subject to an appeal to the board or committee and this decision

may be overruled by a majority vote thereof.

- d) The Chair shall put to vote all questions which are moved and seconded and shall announce the result.
- e) The Chair shall authenticate by signature when necessary, minutes and documents authorized by the board or committee. In the absence of the Chair, the Chair presiding over the meeting shall the minutes and documents authorized by the board or committee.
- f) The Chair shall represent and support the board or committee declaring its will and obeying all decisions.
- g) The Chair shall ensure that the decisions of the board or committee are in conformity with the laws and by-laws governing the activities of the municipality.
- h) The Chair shall adjourn the meeting when business is concluded.
- i) The Chair shall adjourn the meeting without question in the case of grave disorder arising in the meeting space.
- j) The Chair shall ensure that the members of the public who constitute the audience in the meeting room:
 - i. maintain order and quiet;
 - ii. address the board or committee only with the permission of the Chair;
 - iii. do not interrupt any speech or action of the members or any other person addressing the board or committee;
 - iv. cease and desist any behaviour which disrupts the order and decorum of the meeting, the Chair shall order the individual or group to vacate the meeting room where such behaviour persists;
 - v. turn off or set to silent mode, all electronic devices; and
 - vi. use recording, broadcasting or streaming devices respectfully, and should the Chair direct it, move or cease to use said devices. In the event the individual is noncompliant, the Chair shall request the individual leave the room.

13. DECLARATIONS OF PECUNIARY INTEREST

- a) Pursuant to the *Municipal Conflict of Interest Act, 1990*, where a member has a pecuniary interest in any matter, including that of a spouse, child or parent, and is present at a meeting at which the matter is the subject of consideration, the member:
 - i. shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature thereof;
 - ii. shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof in writing using the prescribed online form and submit it to the Recording Secretary;
 - iii. shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
 - iv. shall not, at any time, attempt, either on their own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question;
 - v. shall immediately leave the room in which the meeting is being held for all or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session; and

- vi. in the case of electronic participation, shall disconnect audio and visual settings for all or part of the meeting during which the matter is under consideration and remain disconnected where the matter is under consideration during closed session.
- b) Where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next meeting attended by the member.
- c) In advance of the first meeting of the term, the Record Secretary shall provide every member with the Declaration of Pecuniary Interest form. This form shall be completed for every declaration made by a member throughout the term.
- d) The Recording Secretary shall establish and maintain a registry to keep each statement filed before, at, or following a meeting. The Conflict of Interest registry will be available to the public for viewing on the municipal website.

14. AGENDAS

- a) The Recording Secretary shall prepare the agenda for all meetings consisting of the following "Order of Business":
 - 1. Call to Order
 - 2. Land Acknowledgement Statement
 - 3. Disclosure of Pecuniary Interest and General Nature Thereof
 - 4. Confirmation of the Agenda
 - 5. Delegations
 - 6. Approval of Previous Meeting Minutes
 - 7. Business Arising from Previous Meeting Minutes
 - 8. New Business
 - 9. Correspondence
 - 10. Round Table Discussion (if applicable)
 - 11. Announcements
 - 12. Closed Session
 - 13. Reporting Out
 - 14. Adjournment
- b) Advisory Committee agendas shall include a section for roundtable discussion.
- c) The Recording Secretary may add or remove sections as required in consultation with the Chair.
- d) The Recording Secretary, in consultation with the Chair, may change the order of business when preparing the agenda as deemed necessary.
- e) The agenda shall be available to members by 4:30 p.m. on the Friday preceding the meeting to which it pertains.
- f) The Recording Secretary shall ensure that the agenda for each meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.
- g) The business of the board or committee shall be taken in the order in which it stands upon the agenda, unless otherwise decided by the majority of the board or committee.

15. MINUTES

- a) Minutes of a board or committee, whether it is closed to the public or not, shall record:
 - i. the date, time and place of the meeting;
 - ii. the record of attendance of the members;
 - iii. the correction and adoption of the minutes of prior meeting(s);
 - iv. all resolutions and decisions.
- b) After the minutes have been adopted they will be signed by the Chair and by the Recording Secretary.
- c) The Recording Secretary shall ensure that the minutes of the preceding meeting are circulated along with the agenda.
- d) The onus shall be upon members attending after commencement of the meeting to inform the Recording Secretary of their arrival in order that same may be recorded in the minutes.
- e) Unless a reading of the minutes of a meeting is requested by a member, such minutes shall be approved without reading if the Recording Secretary previously provided each member with a copy thereof and has previously posted the same.
- f) The Recording Secretary shall provide approved minutes to the Clerk to be placed on the next available Council meeting consent agenda for information only.
- g) The minutes of all board and committee meetings, with the exception of closed session meetings, shall be posted on the municipal website for public inspection as soon as practicably possible.

16. DELEGATIONS

- a) Any delegation wishing to appear before a board or committee on business related to the board or committee's mandate, shall make a formal request to the Recording Secretary in writing by utilizing the required Board and Committee Delegation Request Form. The request shall be submitted no later than 4:30 p.m. two business days prior to the agenda being posted. At the discretion of the Recording Secretary and depending on the volume of agenda items, the delegation may be scheduled to be heard on an alternate meeting date.
- b) Notwithstanding Section 16 a), any person wishing to make a delegation related to a matter on the agenda shall submit a Board and Committee Delegation Request Form no later than 12:00 noon on the business day prior to the meeting.
- c) After a delegation has been heard at a meeting and it is felt that a further meeting on the same topic is warranted, the board or committee may so recommend and shall determine the date and time of such further delegation.
- d) The Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
- e) Each person addressing the board or committee shall give their name and address for the record and, unless further time is granted by the board or committee, shall limit their address to ten (10) minutes, including questions of board or committee to the delegation. All remarks shall be addressed to the board or committee as a body and not to any

individual member thereof. No questions shall be asked to the delegation or board or committee members, except through the Chair.

- f) A delegation requesting to speak for more than ten (10) minutes will only be permitted by a majority vote.
- g) Delegations must abide by the rules of procedure and public conduct at meetings. They will accept any decisions of the Chair and not enter into cross debate with members, other delegations, or staff.
- h) Where the Recording Secretary, Chair or the Clerk determines that a person requesting to delegate is likely to engage in unreasonable or offensive conduct, make unreasonable or offensive statements or demands, repeatedly speak on a subject matter that is not within the board or committee's jurisdiction, or otherwise misuse the privilege of addressing the board or committee, the person will not be permitted to appear as a delegation at the meeting.
- i) At the discretion of the Chair, Recording Secretary or Clerk, speaking notes may be requested in advance of the meeting prior to confirming registration as a delegation. Upon review of that material by the Chair, Recording Secretary and Clerk, if at least two parties deem the subject matter not applicable to the business of the board or committee, the delegation will not be registered to speak at the meeting.
- j) If a request to delegate has been denied in accordance with section 15 i), the Recording Secretary or Clerk will:
 - i. Notify the requester that they will not be permitted to appear as a delegate and provide reasons for the decision; and
 - ii. Inform the members of the decision to deny the request.

17. CORRESPONDENCE/PETITIONS

- a) Interested parties, or authorized representatives, may address a board or committee by written communication in regard to any matter over which the board or committee has control at any time by direct mail or by addressing the Recording Secretary and such written communication will be distributed to the members.
- b) Any communication or correspondence that is to be presented to the board or committee and included on a meeting agenda shall be legibly written, typed or printed and shall not contain any obscene or defamatory language and shall include the full name and contact information by the sender and be filed with the Recording Secretary no later than 4:30 p.m. two business days prior to the agenda being posted.
- c) The Recording Secretary may, upon receipt, refer any communication or petition to a department head without the prior consideration of the board or committee.

18. ADJOURNMENT

- a) Boards and committees shall adjourn if still in session after a duration of two hours, unless otherwise determined by a resolution of the board or committee passed by the majority of the members.

19. RESOLUTIONS/MOTIONS

- a) A motion must be formally seconded before the question can be put on a motion and recorded in the minutes.
- b) When a motion is presented to the board or committee in writing, it shall be read, or, if it is an oral motion, stated by the Chair.
- c) After a motion is read or stated by the Chair, it shall be deemed to be in possession of the board or committee but may, with the permission of the board or committee, be withdrawn at any time before decision or amendment.
- d) After a motion is finally put, no member shall speak to the motion, nor shall any other motion be made until after the vote is taken and the result declared.
- e) Every member shall have one vote.
- f) Every member present at a meeting, including via electronic participation in accordance with Section 26 of this by-law, when a question is put, shall vote thereon, except where the member is disqualified to vote by reason of a pecuniary interest or is absent from the meeting room when the question is put.
- g) All votes shall be announced openly, as carried or defeated, by the Chair.
- h) On an unrecorded vote, the manner of determining the decision on a motion shall be by show of hands.
- i) The Chair shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to commencement of the voting or immediately thereafter (Section 246 of the *Municipal Act, 2001*). When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute.
- j) On a recorded vote, the manner of determining the decision on a motion shall be by verbal vote or show of hands and shall be conducted by the Recording Secretary. The result of the vote will be publicly declared and recorded in the minutes.
- k) In accordance with Section 246 of the *Municipal Act, 2001*, a failure to vote by a member who is present at the meeting at the time of the vote, and who is qualified to vote, shall be deemed to be a negative vote.
- l) Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated.
- m) The Chair shall declare the vote on all questions, and should their declaration be stated by any member to be in doubt, the Chair shall require the vote to be retaken and the results of this vote shall be final.
- n) Members shall not speak to the same motion without the consent of the Chair and at the end of the debate a motion for closure may be made by the Chair.
- o) Amendments shall be put in the reverse order to that in which they are moved. Only one amendment shall be allowed to an amendment.
- p) No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with Section 244 of the *Municipal Act, 2001*.

20. RECONSIDERATION

- a) No decided matter may be reconsidered more than once during the term of appointment.
- b) A recorded vote shall be required for all motions to reconsider a previous decision of a board or committee.

20.1 Reconsideration in First Year

- a) Within one year after a matter has been decided by a board or committee, within that term of appointment, a member who voted in the majority may present a notice of motion to reconsider that matter. Such notice of motion to reconsider shall be referred to the next regularly scheduled meeting of the board or committee and shall be placed on the agenda under the appropriate section.
- b) Actions of a board or committee that cannot be reversed or suspended cannot be reconsidered.
- c) Before accepting a notice of motion to reconsider, the Chair may ask the member to confirm that they voted with the majority on the issue in question.
- d) A motion to reconsider a decided matter shall require the approval of at least two-thirds majority vote of the board or committee.
- e) No debate on a motion to reconsider shall be permitted. However, the mover of a motion to reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.
- f) If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original decided matter shall become the next order of business.

20.2 Reconsideration After First Year

- a) After the initial one-year period, within the term of appointment, a motion to reconsider a decided matter shall require the approval of a simple majority of the members of the board or committee and if decided in the affirmative, then consideration of the original matter shall become the next order of business.

21. RULES OF DEBATE

- a) The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
 - (a) a point or order or personal privilege;
 - (b) presentation of petitions;
 - (c) to lay on the table (to defer temporarily);
 - (d) to postpone indefinitely to a specific day; and
 - (e) to move the previous question (immediate vote on the main motion).
- b) The following motions may be introduced without notice and without leave:

- (a) to refer;
 - (b) to adjourn;
 - (c) to amend; and
 - (d) to suspend the rules of procedure.
- c) Every member prior to speaking to any question or motion shall raise their hand and obtain permission from the Chair to speak. When two or more members wish to speak, the Chair shall name the member who has the floor and shall be the member who, in the opinion of the Chair, raised their hand first.
 - d) When a member is called to order, they shall cease speaking unless allowed to explain, and the ruling of the Chair shall be obeyed, subject to the appeal to the board or committee, but without debate.
 - e) No member shall speak more than once to the same question without the leave of the board or committee or until all other members have had the opportunity to speak to the question a first time, except in explanation of a material part of the members' speech which may have been misconstrued, and in doing so, the member may not introduce a new matter.
 - f) With the approval of the Chair and a majority vote of the board or committee, the board or committee may temporarily suspend the rules of order to permit extended debate on a specific item of business.
 - g) During the extended debate, the Chair may permit members to speak to the item of business more than one time, but in the order which they have requested permission to speak.
 - h) During the extended debate, the Chair will maintain order. If, in the opinion of the Chair, the need for extended debate has ended or the debate is no longer orderly, the Chair may end the extended debate and return to the regular rules of order.
 - i) The Chair may answer questions and comments in a general way without leaving the Chair, but if they wish to make a motion or speak to a motion taking a definite position and endeavouring to persuade the board or committee to support that position, then the Chair shall first leave the Chair.
 - j) The Chair does not need to vacate the Chair to simply state support or opposition to a motion on the floor.
 - k) When a member is speaking, no other member shall interrupt that member except to raise a point of order.
 - l) Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

22. POINTS OF ORDER AND PRIVILEGE

- a) A member may raise a point of order at any time, whereupon the Chair shall:
 - i. interrupt the matter under consideration;

- ii. ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - iii. rule on the point of order immediately without debate by the board or committee.
- b) A member may raise a point of privilege at any time if the member considers that their integrity, the integrity of the board or committee or staff has been impugned, whereupon the Chair shall:
 - i. interrupt the matter under consideration;
 - ii. ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and
 - iii. rule on the point of privilege immediately without debate by the board or committee.

23. PROCEDURAL APPEAL

- a) The Chair shall rule on all points of order and privilege.
- b) A member of a board or committee may appeal the ruling of the Chair to the board or committee.
- c) If there is no appeal, the decision of the Chair shall be final.
- d) The board or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.

24. SUSPENSION AND AMENDMENT OF THESE RULES

- a) Any provision of these rules may be temporarily suspended by the majority vote of the board or committee. The vote on any such suspension shall be taken by way of show of hands and entered upon the record.
- b) These rules may be amended, or new rules adopted by a majority vote of the board or committee, provided that the proposed amendments or new rules have been introduced into the record at a prior meeting.

25. ELECTRONIC DEVICES AND RECORDING EQUIPMENT

- a) All electronic devices shall be placed on an inaudible setting during any meeting, with the exception of assistive devices or other accessibility provisions.
- b) Attendees may audio and/or video record meetings, except for a closed session, provided that doing so is not disruptive to the meeting or other attendees.
- c) The Municipality of North Perth may audio and/or visually record, broadcast and/or livestream any open meeting of a board or committee and may provide public access to any such recordings, broadcasts or streams.
- d) By attending open meetings of a board or committee, attendees are consenting to their image, voice and/or comments being recorded, broadcast and/or livestreamed.

26. ELECTRONIC PARTICIPATION


- a) Members of boards and committees shall attend all meetings in person, unless otherwise permitted by written permission granted by the Chair.
- b) Where a member participates in a meeting electronically, the member:
 - i. shall be counted in determining whether a quorum is present;
 - ii. is permitted to vote in accordance with this by-law;
 - iii. is permitted to speak on an item of business or motion in accordance with this by-law; and
 - iv. is subject to the rules and order provisions of this by-law and may be asked to leave a meeting and will no longer be permitted to participate electronically.
- c) Staff, delegations, consultants and other attendees participating in a meeting may attend the meeting electronically unless notice has been given on the agenda that electronic participation is not available.

27. VALIDITY AND SEVERABILITY

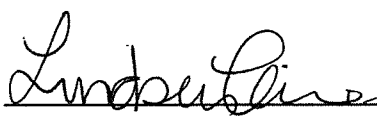
Should any section, subsection, clause, paragraph or provision of this by-law or parts thereof be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, the same shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the by-law as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent therefrom and enacted as such.

28. EFFECTIVE DATE

- a) By-law No. 150-2018, as amended, is hereby repealed.
- b) This by-law comes into force and takes effect on February 10, 2025.



MAYOR TODD KASENBERG



CLERK LINDSAY CLINE

SCHEDULE "A"
TERMS OF REFERENCE

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NORTH PERTH ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Economic Development Advisory Committee (NPEDAC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 NPEDAC works to enhance the quality of life and prosperity for North Perth residents and create a positive community image by commitment to:

- Responsible and sustainable urban and rural development;
- A healthy business environment for existing and new businesses; and
- Investment and pursuit of opportunities that benefit future generations of residents.

- 2.2 NPEDAC provides guidance to Council on matters related to the attraction, expansion and retention of businesses in North Perth, as well as policies and programs relevant to the Municipality's Economic Development in alignment with the North Perth Corporate Strategic Plan, including:

- Advising Council on the development and implementation of an overall economic development strategy and plan, both in the short-term and in the long-term;
- Providing advice and recommendations to Council on policy matters affecting employment land requirements (commercial and industrial), infrastructure, transportation, utility services, tax implications, development charges, land sale policies and other issues relative to economic development and referred to the NPEDAC by Council or any other matter as directed by Council;
- Developing and recommending an annual budget for Economic Development for Council consideration during budget deliberations
- Undertaking other projects as requested by Council that impact the economic sustainability and growth of the Municipality, and are within these terms of reference;
- Advising Council on marketing and branding strategies to attract investment and promote local business opportunities;
- Engaging and seeking public input relating to Economic Development matters when requested by Council and/or staff;
- Identifying new and emerging economic sectors and assessing growth potential; and
- Assisting staff and Council with promoting the Municipality's Economic Development Strategic Plan and demonstrating a positive ambassador role in the business community.

- 2.3 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 The North Perth Economic Development Advisory Committee will be comprised of five (5) to eight (8) voting members consisting of the following;

- Up to five (5) members of the public representing business and development. To the greatest extent possible, public representation will be multi-sectoral from the following;
 - Industrial
 - Commercial
 - Agricultural
 - Creative Economy
 - Solo Entrepreneurship
- Three (3) members of Council, one of which shall be the Mayor or Deputy Mayor; and
- When possible, the committee will include at least one (1) member aged 18 – 39

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 NPEDAC will endeavour to meet five (5) times per year.
- 5.2 Prior to the first meeting in each calendar year, NPEDAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLE AND RESPONSIBILITIES

- 6.1 The Chair and all NPEDAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to NPEDAC;
 - Ensure that all recommendations to Council by NPEDAC are brought forward to Council in a timely manner for consideration; and
 - Facilitate clear communication of information between Council and NPEDAC.
- 6.3 The Recording Secretary shall:
- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
 - Conduct elections as required; and
 - Provide procedural guidance as required.

NORTH PERTH RECREATION ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Recreation Advisory Committee (RAC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 RAC provides advice and recommendations to Council on recreation policies and programs for all recreation facilities, parks and trails in the Municipality of North Perth. The primary objectives of RAC are to:
- Provide advice and guidance to Council on matters pertaining to policies, practices and programs concerning parks, recreation, trails and beautification;
 - Conduct advocacy on behalf of recreation and parks users in the municipality;
 - Review and advise on recreation needs of the community;
 - Provide opportunity for the pursuit of leisure and recreation, in order to improve the quality of life in the community;
 - Provide support and coordination of neighbourhood community efforts necessary for the development and implementation of leisure and recreation facilities, parks and programs; and
 - Refer to the Parks and Recreation Services Master Plan when making recommendations to Council.
- 2.2 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 RAC will be comprised of up to nine (9) voting members consisting of the following;
- Up to seven (7) residents of North Perth
 - Two (2) Members of Council

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 RAC will endeavour to meet six (6) times per year.
- 5.2 Prior to the first meeting in each calendar year, RAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all RAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:

- Provide support, advice and expertise to RAC;
- Ensure that all recommendations to Council by RAC are brought forward to Council in a timely manner for consideration; and
- Facilitate clear communication of information between Council and RAC.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

PERTH ADULT LIFE CARE RESIDENCES COMMITTEE

1.0 AUTHORITY

- 1.1 The Perth Adult Life Care Residences Committee (PALCRC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 PALCRC provides advice and recommendations to Council specifically related to the Perth Meadows Development. The primary objectives of the committee are to:
- Provide advice and guidance to Council on matters pertaining to policies, practices and programs available to the residences;
 - To review the marketing and promotional material relating to the sale of the units;
 - Review and advise on the maintenance of the development including capital and operational expenditures;
 - Review the financial position of the development including the development of the annual budget for Council approval;
 - Review and development of an activity calendar for the residences; and
 - Review matters brought forward by residents of Perth Meadows.
- 2.2 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 PALCRC will be comprised of up to six (6) voting members consisting of the following;
- Up to five (5) residents of North Perth; to the greatest extent possible one member should be a Perth Meadows townhouse resident, and one member should be a Perth Meadows suite resident; and
 - One (1) member of Council.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 PALCRC will endeavour to meet six (6) times per year.
- 5.2 Prior to the first meeting in each calendar year, PALCRC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all PALCRC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to PALCRC;

- Ensure that all recommendations to Council by PALCRC are brought forward to Council in a timely manner for consideration; and
- Facilitate clear communication of information between Council and PALCRC.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

NORTH PERTH DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Diversity, Equity and Inclusion Advisory Committee (DEI) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 DEI provides guidance and recommendations to Council on matters relating to diversity, equity and inclusion within the Municipality of North Perth and will assist staff in local diversity, equity and inclusion initiatives/functions. All recommendations must be approved by resolution of the Committee before going to Council.

- 2.2 The mandate of DEI is to provide feedback, guidance and support to improve diversity, equity and inclusion within the Municipality of North Perth. To accomplish this mandate, DEI will:

- Provide advice to Council on the development of a Diversity, Equity and Inclusion Strategy;
- Provide advice to Council on the implementation of actions outlined in the Diversity, Equity and Inclusion Strategy;
- Provide advice to Council on various issues and initiatives concerning diversity, equity and inclusion in our community;
- Provide advice to Council on the elimination of barriers within programs and services to improve diversity, equity and inclusion;
- Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community through community partnerships and education;
- Facilitate opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up North Perth;
- Engage community groups and leaders in the activities of the Committee;
- Provide advice on communication regarding diversity, equity and inclusion activity in the Municipality; and
- Provide a forum for discussion to foster greater understanding and awareness of diversity, equity and inclusion across North Perth.

- 2.3 Principles that guide the work of DEI include:

- Reflect the diversity of equity deserving groups within the Municipality of North Perth;
- Develop and promote a vision of inclusion;
- Be committed to operating with effective, respectful and inclusive communication;
- Promote and operate through a consensus decision-making process
- Foster intentional collaboration and partnerships;
- Inject intersectionality into strategies to build bridges between communities; and
- Be responsive to the community's needs.

- 2.4 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 DEI will be comprised of up to 12 voting members consisting of the following:
- Up to 11 community members; and
 - One (1) member of Council.
- 3.2 Members must be North Perth residents and/or individuals who work for organizations that provide services to North Perth residents. The following qualifications will be considered for appointment:
- Experience working in teams, with community groups, boards or organizations;
 - Knowledge, living or lived experience with diversity, equity and inclusion matters; and
 - Commitment to support and encourage diversity, equity and inclusion matters in the community.
- 3.3 To the greatest extent possible, members from the community will represent a broad range of equity deserving groups such as, but not limited to:
- Indigenous peoples;
 - 2SLGBTQI+;
 - Newcomers, new Canadians;
 - Persons living with a low income;
 - Persons with disabilities – physical and mental health;
 - Racialized people, people of diverse ethnic or cultural origin;
 - People over 55;
 - Women;
 - Youth (18-29 years old); and
 - People who are allies for equity and anti-racism.
- 3.4 Community participation is key to the success of diversity, equity and inclusion initiatives. Additional municipal staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 DEI endeavours to meet five (5) times per year.
- 5.2 Prior to the first meeting in each calendar year, DEI shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all DEI members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:

- Provide support, advice and expertise to DEI;
- Ensure that all recommendations to Council by DEI are brought forward to Council in a timely manner for consideration;
- Respond to all media inquiries to ensure consistent messaging; and
- Facilitate clear communication of information between Council and DEI.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

NORTH PERTH AGRICULTURAL & AGRI-BUSINESS ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Agricultural & Agri-Business Advisory Committee (AAAC) is a committee established by Council.

2.0 MANDATE/GOALS

- 2.1 The AAAC is an advisory committee that:

- Provides guidance and recommendations to Council on matters related to agriculture and agri-business in the Municipality of North Perth that will foster and enhance a strong and stable agricultural economy, ultimately allowing businesses to prosper, grow and create jobs in the Municipality of North Perth;
- Supports the retention, promotion and attraction of agriculture and related businesses in North Perth;
- Promotes North Perth as a key centre for agriculture, agri-business, agri-tourism and agri-technology; and
- Supports the Municipality of North Perth in the implementation of the vision and recommendations of the North Perth Agricultural Excellence Project Report.

- 2.2 To accomplish this mandate, the Agricultural and Agri-Business Advisory Committee will:

- Act as a resource to advise Council and/or staff on initiatives that should be considered for the purpose of encouraging vibrant agricultural, agri-business, agri-tourism and agri-technology sectors in North Perth (i.e. through supporting sector sustainability, job creation, labour reliability, and new employment and business development in North Perth)
- Align and cooperate with initiatives of the Municipality of North Perth (including the Agricultural Specialist service), Perth County Economic Development and Tourism Office, and North Perth Economic Development Advisory Committee and dedicated staff addressing community development
- Act as a public forum when requested by Council and/or staff to engage and receive public input relating to agriculture, agri-business, agri-tourism and agri-technology matters
- Promote services and solutions available to the agricultural community of North Perth
- Support recruitment and establishment of new agri-businesses to North Perth
- Provide members assistance with speaking at promotional events related to agriculture, agri-tourism, agri-business and agri-technology, on request of the Mayor or a delegated member of staff of the Municipality of North Perth
- Identify barriers, opportunities, and solutions to address concerns in the community to inform strategic direction making by Council
- Act as champions for positive and collaborative farming and agri-business development in North Perth
- Take an active role in the planning, organization and execution of key development projects, events and initiatives related to agriculture, agri-tourism, agri-business and agri-technology.

- 2.3 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 AAAC will be comprised of five (5) to eight (8) voting members, consisting of the following:
- One member of Council;
 - Four (4) to seven (7) members of the community, which should, to the greatest extent possible, represent a broad range of the business and cultural interests of agriculture, agri-business, agri-tourism and agri-technology; and
 - At least one community appointment will be under the age of 25 at the time of appointment, if possible.
- 3.2 To be eligible to make application and serve on AAAC, individuals must be:
- A resident of the Municipality of North Perth, an owner of, or currently employed at time of appointment, by a business within the Municipality of North Perth, or otherwise serve as an official representative for one of the agricultural stakeholder groups listed above in section 3.1;
 - At least 18 years old; and
 - Able to demonstrate compliance with all relevant by-laws of the Municipality
- 3.3 North Perth endeavours to provide notice of calls for nominations to local agricultural stakeholder groups, such as the Perth County Federation of Agriculture, Christian Farmers Federation, National Farmers Union and Listowel Agricultural Society, where possible.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.
- 4.2 All communications and reports will be directed through the Strategic Initiatives Department.
- 4.3 The Agricultural Specialist will be the staff lead for the Committee. Staff are non-voting members.
- 4.4 Participation from other departments, external agencies, organizations or stakeholders will be solicited where appropriate depending on the issues and topics being addressed, at the request of the Chair.

5.0 MEETING REQUIREMENTS

- 5.1 AAAC endeavours to meet quarterly.
- 5.2 Prior to the first meeting in each calendar year, AAAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Chair and all AAAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.

6.2 Support staff shall:

- Provide support, advice and expertise to AAAC;
- Ensure that all recommendations to Council by AAAC are brought forward to Council in a timely manner for consideration; and
- Facilitate clear communication of information between Council and AAAC.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

NORTH PERTH GOVERNANCE REVIEW COMMITTEE

1.0 AUTHORITY

- 1.1 The Governance Review Committee is an advisory committee established by Council.
- 1.2 The Governance Review Committee has the authority to direct staff in relation to the committee's mandate and may retain the services of outside experts and/or consultants as needed.
- 1.3 The Governance Review Committee does not hold any additional approval authority and any recommendations requiring implementation must first be considered by Council through a staff report.

2.0 MANDATE/GOALS

- 2.1 The Governance Review Committee is mandated to review governance-related policies and procedures with the purpose of improving accountability, transparency and efficiency.
- 2.2 The Committee will provide recommendations to Council on methods and/or tools to build on the current governance framework and practices.
- 2.3 The Committee will review and, if required, provide recommendations on:
 - Procedural By-laws for Council and Boards/Committees;
 - Council meeting frequency;
 - Committee structure and purpose;
 - Code of Conduct for Council, Local Boards and Advisory Committees
 - Council remuneration; and
 - Other policies and procedures as required related to governance and Council decision-making.

3.0 COMMITTEE COMPOSITION

- 3.1 The Governance Review Committee will be comprised of three (3) to five (5) members of Council.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 The Governance Review Committee endeavours to meet monthly.
- 5.2 Prior to the first meeting in each calendar year, the Governance Review Committee shall establish a schedule of all tentative meeting dates times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election shall be held annually for the positions of Chair and Vice Chair.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all Governance Review Committee members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:

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- Provide support, advice and expertise to the Governance Review Committee;
- Ensure that all recommendations to Council by the Governance Review Committee are brought forward to Council in a timely manner for consideration; and
- Facilitate clear communication of information between Council and the Governance Review Committee.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

NORTH PERTH CEMETERY BOARD

1.0 AUTHORITY

- 1.1 The North Perth Cemetery Board is an advisory board established by Council.
- 1.2 The North Perth Cemetery Board is governed by the *Funeral, Burial and Cremation Services Act, 2002*, as amended, and as administered by the Bereavement Authority of Ontario.

2.0 MANDATE/GOALS

- 2.1 The North Perth Cemetery Board is established to provide:
 - advice and input on Municipality of North Perth cemetery services and support related local community initiatives such as annual Decoration Days; and
 - Promote the sale of cemetery lots and guidance on the provision of cemetery maintenance.

3.0 COMMITTEE COMPOSITION

- 3.1 The Cemetery Board shall be comprised of five (5) North Perth residents.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 The Cemetery Board endeavours to meet quarterly.
- 5.2 Prior to the first meeting in each calendar year, the Cemetery Board shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
 - Provide support, advice and expertise to the Cemetery Board
 - Ensure that all recommendations to Council by the Cemetery Board are brought forward to Council in a timely manner for consideration
 - Facilitate clear communication of information between Council and the Cemetery Board.
- 6.3 The Recording Secretary shall:
 - Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
 - Conduct elections as required; and
 - Provide procedural guidance as required.

NORTH PERTH PROPERTY STANDARDS COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Property Standards Committee is a quasi-judicial body established under the authority of the *Building Code Act* S.O. 1992 c. 23 and the Municipality of North Perth Property Standards By-law. The committee is appointed by Council.

2.0 MANDATE/GOALS

- 2.1 The Property Standards Committee hears appeals by property owners or their agents who have been served with an Order issued under the Property Standards By-law and who are not satisfied with the terms or conditions of the Order.
- 2.2 The responsibilities of the committee are to;
- Confirm the Property Standards Order; or
 - Modify the Property Standards Order; or
 - Quash the Property Standards Order; or
 - Extend the time of complying with the order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-law is maintained.

3.0 COMMITTEE COMPOSITION

- 3.1 In accordance with the Municipality of North Perth Property Standards By-law, the committee will consist of:
- Five (5) members, all of which must be North Perth ratepayers.

4.0 STAFF SUPPORT

- 4.1 Support staff for this committee will include:
- By-law Enforcement Officer(s)/Property Standards Officer(s);
 - Chief Building Official;
 - The Clerk will be the Recording Secretary; and
 - Additional support staff may be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 The Property Standards Committee will meet on an as needed basis. All meetings will be held at a North Perth Municipal Facility.
- 5.2 An election shall be held annually for the positions of Chair and Vice Chair.
- 5.3 A quorum of a majority of voting members is required to hold a meeting.
- 5.4 In advance of a meeting, all committee members will review all provided appeals, orders and supporting documentation.
- 5.5 The *Building Code Act* identifies that members of the Property Standards Committee shall be paid such compensation as the Council may provide. In the Property Standards By-law, North Perth Council has set the rate of pay for all members at \$50.00 per meeting.

6.0 ROLE AND RESPONSIBILITIES

- 6.1 The Chair and all members of the Property Standards Committee shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.

6.2 Support staff shall:

- Provide support, advice and expertise to the Property Standards Committee

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.

NORTH PERTH COMMITTEE OF ADJUSTMENT

1.0 AUTHORITY

- 1.1 The North Perth Committee of Adjustment is a statutory tribunal, with authority delegated to it by Council, under the *Planning Act* R.S.O. 1990, to hold public hearings to make decisions on applications submitted to the Municipality for minor variances.

2.0 MANDATE/GOALS

- 2.1 The Committee of Adjustment may authorize minor variances from the zoning by-law and review and permit extensions and enlargements to legal non-conforming uses. These decisions are made as follows;
- Must be consistent with the Provincial Policy statement, conform to Provincial Plans and comply with Municipality of North Perth and Perth County Official Plans and the North Perth Master Growth Plan;
 - Must consider the applications in light of the requirements as laid out in the *Planning Act*, 1990;
 - Must be aware of Council decisions; and
 - Must comply with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22.
- 2.2 All decisions of the committee are subject to appeal to the Ontario Land Tribunal, in accordance with the *Planning Act*, 1990.

3.0 COMMITTEE COMPOSITION

- 3.1 The Committee of Adjustment will be comprised of three (3) to six (6) members.
- 3.2 Members will be North Perth property owners, tenants or the spouse of a property owner or tenant.
- 3.3 To the greatest extent possible, the committee should reflect a balanced representation from the areas of; planning, engineering, architecture, construction and lay people.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.
- 4.2 The Committee of Adjustment will pass a resolution to officially appoint the assigned Recording Secretary as the Secretary-Treasurer.

5.0 MEETING REQUIREMENTS

- 5.1 Prior to the first meeting in each calendar year, the Committee of Adjustment shall establish a schedule of all tentative meeting dates times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.2 Meetings will be open to the public and will be held within 30 days of receipt of the application by the Secretary-Treasurer.
- 5.3 An election shall be held annually for the position of Chair. If the Chair is absent for a meeting, the committee will appoint another member to serve as Acting Chair through a resolution of the Committee of Adjustment.
- 5.4 Where the Committee of Adjustment is comprised of three (3) members, two (2) members constitute a quorum. Where the Committee of

Adjustment is comprised of more than three (3) members, three (3) members constitutes a quorum.

6.0 ROLE AND RESPONSIBILITIES

- 6.1 The Chair and all members of the Committee of Adjustment shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to the Committee of Adjustment
- 6.3 The Recording Secretary shall:
- Adhere to all requirements of the *Planning Act*, 1990 as they related to the Secretary-Treasurer of the Committee of Adjustment;
 - Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
 - Keep record of all applications and decisions of the Committee of Adjustment and all other official business of the committee;
 - Conduct elections as required; and
 - Provide procedural guidance as required.

NORTH PERTH COURT OF REVISION

1.0 AUTHORITY

- 1.1 The Court of Revision is an appeal body established under Section 97 of the *Drainage Act* R.S.O. 1990, c. D17, which hears appeals on assessments as outlined in the *Drainage Act*, 1990.

2.0 MANDATE/GOALS

- 2.1 The Court of Revision will act in a decision-making capacity regarding appeals on assessment, will hear all resident complaints regarding assessment matters and will conduct themselves fairly and without bias.
- 2.2 The Court of Revision may hear and make decisions on the following grounds of appeals:
- Land or road has been assessed too high or low;
 - Land or road should have been assessed but has not been; and/or
 - Due consideration was not given to the land's use
- 2.3 The Court of Revision may not hear appeals or matters related to the technical and design aspects of the Engineer's Report. Its authority is limited to appeals related to the financial assessment of a property.

3.0 COMMITTEE COMPOSITION

- 3.1 Where only the Municipality of North Perth is affected by the drainage works, the Court of Revision shall be comprised of three (3) or five (5) members of Council, appointed by By-law.
- 3.2 Where more than one municipality is involved in the drainage works, the Court of Revision consists of two (2) members from the initiating municipality and one member from each of the other affected municipalities.
- 3.2 The term of appointment will be for four (4) years to align with the term of Council.

4.0 STAFF SUPPORT

- 4.1 The Municipal Clerk, or their designate, will serve as Clerk of the Court of Revision.
- 4.2 Additional staff may attend hearings to provide drainage-related or other relevant information or expertise.

5.0 MEETING REQUIREMENTS

- 5.1 The Court of Revision shall meet as required, in accordance with the *Drainage Act*, 1990.
- 5.2 Meeting dates and times will be set through a resolution of Council at the meeting in which the Engineer's Drain Report is considered. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election shall be held annually for the positions of Chair and Vice Chair of the Court of Revision.
- 5.4 Three (3) or five (5) members must be present to conduct the hearing.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and the Court of Revision members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law, and requirements of the *Drainage Act*, 1990.

6.2 Support staff shall:

- Provide support, advice and expertise to the Court of Revision

6.3 The Recording Secretary shall:

- Adhere to all requirements of the *Drainage Act*, 1990, as they relate to the holding of a public hearing of the Court of Revision;
- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law;
- Conduct elections as required; and
- Provide procedural guidance as required.



FOR IMMEDIATE RELEASE:

MEDIA RELEASE

STRATFORD, ST. MARYS, AND PERTH COUNTY UNITE TO LAUNCH STRATFORD PERTH TARIFF TASK FORCE

Stratford Perth Tariff Task Force Launched to Support Businesses and Citizens Amid Trade Uncertainty

Stratford, Ontario – March 3, 2025 ... ***In response to the potential economic impacts of newly proposed U.S. tariffs on Canadian industries, investStratford and the City of Stratford, in collaboration with the Town of St. Marys and Perth County, have launched the Stratford Perth Tariff Task Force.*** This regional initiative will serve as a resource hub and advocacy group, providing businesses and citizens with timely information, strategies, and support programs to navigate the evolving trade landscape.

As part of this effort, investStratford has launched a dedicated resource page at investstratford.com/taskforce, where businesses can access the latest updates, expert insights, and government support programs related to the tariffs. The page will be continuously updated as new developments arise. The Task Force aims to foster regional collaboration, ensuring that local businesses remain informed and competitive while advocating for policies that protect jobs, investment, and economic stability in Stratford, St. Marys, and Perth County.

For more information and ongoing updates, visit www.investstratford.com/taskforce

Mayor Martin Ritsma, City of Stratford: *"The introduction of new tariffs has the potential to impact Stratford residents and businesses alike, making it more important than ever that we come together as a region to stay informed and prepared. Certainly, this is my greatest challenge and the greatest threat to the City of Stratford since taking on the role as Mayor. The Stratford Perth Tariff Task Force will serve as a vital resource, ensuring that our community has access to the latest information, tools, and support needed to navigate these challenges. By working collaboratively, we can protect local jobs, maintain economic stability, and advocate for the best interests of our citizens."*

investStratford CEO Joani Gerber: *"Trade uncertainty can create real challenges for local businesses, particularly those in manufacturing, agriculture, and small enterprise. The Stratford Perth Tariff Task Force is a proactive step to ensure that businesses across Stratford, St. Marys, and Perth County have access to the information, resources, and advocacy they need to remain competitive. I am pleased to work with my counterparts across the Region. As a group we are committed to supporting small businesses with guidance, resources, and mentorship to help them navigate these evolving challenges. By working together, we can support our business community in mitigating risks and seizing opportunities for long-term economic resilience."*

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About investStratford:

investStratford is committed to advancing the economic future of Stratford, Ontario, Canada through investment in arts, education, and industry. Globally Connected | Community Driven For more info visit: www.investStratford.com

For further information contact:

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North Perth Economic Development Advisory Committee Meeting Minutes

Date: January 15, 2025
Time: 3:30 pm
Location: North Perth Municipal Building
Committee Room

Members Present Lee Anne Andriessen
Todd Kasenberg (Remote)
Andrew Coghlin
David Meulenstein
Tanya Terpstra

Staff Present Kim Kowch, North Perth Economic Development Officer
Grace Murakami, North Perth Economic Development
Coordinator (Recording Secretary)
Jessica McLean, Manager of Strategic Initiatives
Matt Cardiff, North Perth Agricultural Specialist
Justin Dias, Perth County Economic Development Officer

1. Call to Order

Chair Andriessen called the meeting to order at 3:30 pm.

2. Land Acknowledgement Statement

“We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

3. Approve Agenda / Additions to the Agenda

Moved by: Dave Meulensteen **Seconded by:** Andrew Coghlin

THAT: The agenda be approved.

CARRIED.

4. Declarations of Pecuniary Interest

There were none.

5. Review and Approval of Previous Meeting Minutes

Moved by: Todd Kasenberg **Seconded by:** Andrew Coghlin

THAT: The minutes of the November 6th, 2024 North Perth Economic Development Advisory Committee meeting be approved.

CARRIED.

6. Correspondence

6.1 NPAAAC Minutes

The Chair noted that the included NPAAAC minutes were draft.

Moved by: Todd Kasenberg **Seconded by:** Andrew Coghlin

THAT: The minutes of the November 14th, 2024 NPAAAC meeting be accepted for information.

CARRIED.

7. 2025 Budget and Business Plan

The Committee reviewed the Strategic Initiatives 2025 Budget and Business Plan included in the agenda package and approved by Council on January 6th, 2025. Discussion included public transit needs assessment, potential RED Grant eligibility, and the public art project.

Moved by: Lee Anne Andriessen **Second by:** Andrew Coghlin

THAT: The Strategic Initiatives 2025 Budget and Business Plan be received for information.

CARRIED.

8. Tourism / Destination Animation

Staff discussed the developing Public Art implementation plan, which will be based on the motion from the previous meeting. The implementation plan will include review processes, potential locations, themes, partnerships, and other considerations. A draft plan is expected for review at the March 2025 meeting.

Moved: Dave Meulenstein **Seconded:** Todd Kasenberg

THAT: The Tourism / Destination Animation update be accepted.

CARRIED.

9. North Perth Economic Development Update (Kim Kowch)

Tanya Terpstra joined the meeting at 3:46pm

The North Perth Economic Development Officer (EDO) provided updates on key 2025 initiatives, including the installation of new benches in the North Perth downtowns and the reopening of the Façade Improvement Program (FIP) for applications on February 3rd. The EDO highlighted the success of the Driftscape App in late 2024 and advancements in the Workforce Attraction and Employment Branding (WAEB) portal, such as employer mentorship sessions and planned student outreach.

Updates included Set7's ongoing Conversation Circles and upcoming ESL classes, as well as Housing Action Plan Community Plan updates. It was shared that the façade design for the 104 Wallace building is set for installation summer 2025, and renovations to the Business Innovation Centre are planned for 2026. The Summer Company Program for young entrepreneurs is open for applications until May 15, 2025.

Moved by: Andrew Coghlin **Seconded by:** Dave Meulenstein

THAT: The North Perth Economic Development Update be received for information.

CARRIED.

10. Perth County Economic Development Update (Justin Dias)

The Perth County Economic Development Officer (EDO) provided an update on 2025 programming and tourism initiatives, such as Business Tours & New Business Profiles (*Planted in Perth County*), businesses of all sizes are invited to participate.

The EDO also highlighted the Shareworthy Moments program, the expansion of the program for 2025 offers local tourism businesses and destinations the opportunity to implement 'shareable moments' installations at their locations. Applications for this program were received in November, with local high school students participating in the construction of stands in Spring 2025.

The Rural Route service of PC Connect will end service on March 31, 2025, but other routes will remain unaffected.

Moved by: Tanya Terpstra **Seconded by:** Todd Kasenberg

THAT: The Perth County Economic Development Update be received for information.

CARRIED.

11. Sector / Citizen Contributions (Chair)

The Chair opened the discussion for member feedback on current challenges and opportunities facing North Perth businesses, in relation to commercial space availability and workforce concerns. It was noted that several businesses are undergoing renovations or relocating so that most open spaces are filled. Limited availability of commercial space to own vs lease was discussed. The impact of inflation, carbon taxes, and labor shortages on industries such as construction and agriculture were also noted, with some sectors showing optimism for 2025.

Members discussed the significance of succession planning for local businesses with awareness session/webinars and surveys being introduced. Further discussion regarding actions to support is planned for the next meeting agenda. Collaboration with local organizations such as Set7 and Listowel BIA were raised. Discussion regarding the importance of enhanced productivity and technology investment for long-term competitiveness followed.

12. Adjournment

Moved by: Dave Meulensteen **Seconded By:** Andrew Coghlin

THAT: The NPEDAC Meeting be adjourned at 4:43pm.

CARRIED.

CHAIR "Lee Anne Andriessen"

SECRETARY "Grace Murakami"



ESL CLASS

ENGLISH AS A SECOND LANGUAGE

SATURDAYS:

LEVEL 0-2: 9:00AM

LEVEL 2-3: 12:00PM

March 29

April 5, 12, 19

May 3, 17, 24, 31

June 7, 21

LOCATION:

Steve Kerr Memorial Complex
Community Room
965 Binning Street West, Listowel

Fee: \$50



Join us for beginner level English Classes, open to adults interested in learning English. There are two classes offered based on your current level of English, beginner Level 0-2 and Level 2-3 focused on English in the workplace. Course workbook and supplies will be provided.

Fee: \$50 for 10 classes