



**The Corporation of Norfolk County**  
**By-Law 2020-94**

**Being a By-Law to amend the Procedural By-Law 2017-83 To Govern the Procedures of The Council of The Corporation of Norfolk County and All of Its Committees, the Calling of Meetings and the Conduct of Its Members**

**WHEREAS** Section 238 of the Municipal Act, 2001, 2001, S.O. 2001, c.25, as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Council deems it appropriate to make amendments to their Procedural By-Law to improve processes and increase transparency;

**NOW THEREFORE** the Council of The Corporation of Norfolk County hereby enacts as follows:

1. **THAT** Section 6 of the Procedural By-Law respecting "Closed Meetings" be amended as follows:
  - i) Additions:
    - "6.10 All Closed Sessions of Council, Council-In-Committee, Budget Committee and Public Hearings Committee shall have an audio recording, unless the device to record malfunctions;
    - 6.11 All audio recordings shall be maintained confidential and shall only be released to the Ombudsman under a Closed Session Investigation;
      - i) Notwithstanding section 6.11 audio recordings may be accessed by staff positions that were represented in the Closed Session for reference purposes, subject to the Clerks approval of appropriate security measures;
      - ii) Notwithstanding section 6.11 audio recordings may be accessed by any Council member, as long as they that did not abstain from the discussion for reference purposes, subject to the Clerks approval of appropriate security measures;

6.12 All audio recordings shall be retained for a period of two (2) year in accordance with the Records retention By-Law;

6.13 No Council Member or staff shall utilize an electronic device, such as a computer or cell phone, in closed session except when utilized for the purposes of recording, taking minutes or presenting.”

2. **THAT** Section 9 of the Procedural By-Law respecting “Agendas” be amended as follows:

i) Additions:

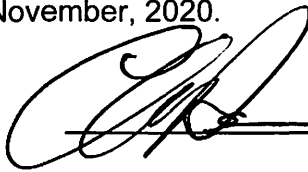
“9.8 No staff submission or presentation submitted to the Clerk after noon the day prior to a meeting shall be presented as a Change to the Agenda or circulated to Council:

i) Notwithstanding Section 9.8 staff may present materials that represent corrections to content of the published agenda.

ii) Notwithstanding Section 9.8 staff may request the addition of the change for the agenda for an emergency situation that occurs after noon the day prior to a meeting.”

3. That the effective date of this By-Law shall be the date of passage thereof.

**ENACTED AND PASSED** this 17<sup>th</sup> day of November, 2020.

  
Deputy Mayor

  
County Clerk