

The Corporation of The Municipality of Hastings Highlands

Bylaw 2023-038

To Adopt a Terms of Reference for the Property Standards Committee

Whereas the *Municipal Act 2001*, c. 25 S.O. 2001, as amended allows a Municipality to pass bylaws respecting matters in its jurisdiction;

And Whereas the *Municipal Act 2001*, c. 25 S.O. 2001, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by bylaw;

And Whereas Section 15.6(1) of the *Building Code Act* requires that a Property Standards Bylaw provides for the establishment of a Property Standards Committee as set out in the *Building Code Act*; and

And Whereas Council has passed a Property Standards Bylaw, a bylaw for prescribing standards for the maintenance and occupancy of property within the Municipality of Hastings Highlands and to establish a Property Standards Committee; and

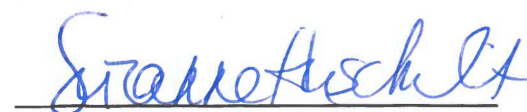
And Whereas the Council of the Corporation of the Municipality of Hastings Highland deem it necessary to adopt a Terms of Reference for the Property Standards Committee;

Now Therefore the Council of the Corporation of the Municipality of Hastings Highlands enacts as follows:

1. **That** the "Terms of Reference for the Property Standards Committee" with Schedules 'A' and 'B' attached hereto is hereby adopted and shall form part of this bylaw;
2. **That** the Mayor and Municipal Clerk are hereby authorized to sign this bylaw and affix the corporate seal thereto;
3. **That** this bylaw shall come into force and take effect upon the final passing on the day it is passed.

Read a first time in Council on the 21st day of May, 2025.

Enacted and Passed in Council this 21st day of May, 2025.


Tony Fitzgerald, Mayor
Suzanne Huschilt, Municipal Clerk



Hastings Highlands

Beautiful By Nature

Bylaw 2025-038

Property Standards Committee Terms of Reference



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Mandate

The Property Standards Committee is a quasi-judicial body that hears appeals of Property Standards Order issued by an Officer in accordance with subsection 15.6(1) of the *Building Code Act*, S.O. 1992, c.23.

Goals and Objectives

The Committee's role is to make an informed and impartial decision regarding any appeal of any person who has been served orders issued by an Officer pursuant to the Municipality's Property Standards Bylaw.

The Committee presides over hearings for owners/occupants upon whom an order has been served by an Officer and who are not satisfied with the terms or conditions of the order.

The Committee shall adhere to any policies and procedures provided for under the:

- *Building Code Act*;
- *Statutory Powers Procedure Act*;
- *Municipal Act*;
- *Municipal Conflict of Interest Act*;
- *Hastings Highlands Procedure Bylaw*;
- *Code of Conduct*;
- *Council-Staff Relations Policy*, and
- *any other applicable legislation*

Composition

The Committee shall consist of not fewer than three (3) Members of Council, coinciding with the term of Council. While the membership of the Committee includes Members of the Municipality of Hastings Highlands Council, the Committee operates independently from Council.

Appointments

Commencement of Term

The Property Standards Committee members are appointed under the authority of the *Building Code Act*, 1992, S.O. 1992, c.23 ("BCA") section 15.1 at the beginning of each new term of Council. The appointment is made at the pleasure of Council and shall end at the conclusion of Council's term of four (4) years, or until Council revokes the appointment, or until a member is reappointed where the term extends beyond the term of Council to allow for the new Council to appoint new members.

Committee Members

Committee Members shall be appointed at the discretion of Municipal Council.

Chair

At the first meeting of the term of the newly appointed Committee, the Secretary shall preside over the meeting until the appointment of the Chair.

The Committee shall appoint from its ranks a Chair, by majority vote, who shall hold office for the term of Council or until they resign the position.

Acting Chair

The Committee shall appoint from its ranks an Acting Chair, by majority vote, to act only in the absence of the Chair and shall hold office for the term of Council or until they resign the position.

Secretary

The Municipal Clerk shall support the Committee as the Secretary, and act as an administrative resource to the Committee.

Acting Secretary

The Deputy Clerk or designate shall support the Committee as the Acting Secretary, in the absence of the Secretary.

Orientation

Orientation sessions shall be conducted for Committee Members at the beginning of each term of Council. Further sessions may be conducted during the term, as required.

Meetings

The Property Standards Committee meetings are held on an as-required basis. Meetings are open to the public, in accordance with the *Municipal Act, 2001*. Meetings shall not conflict with Regular Meetings of Council.

Committee Members are expected to attend all scheduled meetings in-person. Meetings are held in Council Chambers located in the Municipal Building at 33011 Hwy 62N Maynooth, ON during normal business hours. In the event that a Member is unable to attend a meeting, the Member shall contact the Secretary twenty-four (24) hours in advance and advise them. In the event that a Member must attend electronically due to an extenuating circumstance, the Member shall contact the Secretary twenty-four (24) hours in

advance and advise them of the extenuating circumstance and provide the best available phone number for contacting the Member during the meeting. The Member shall confirm they will attend at the Municipal Office within five (5) business days of the decision of the Property Standards Committee to sign the Notice of Decision they concur with. Electronic signatures are not permitted.

Subsection 15.6 (9) of the *Building Code Act* states that the Property Standards Committee shall give notice or direct that notice be given of the hearing of an appeal to such persons as the committee considers advisable. Notice of Property Standards Meetings shall be posted in accordance with the Municipality's Procedure Bylaw, as amended from time to time.

A link to the hearing agenda with the attached information package will be circulated by the Secretary to the Property Standards Committee, to the Officer that issued the Order, to the Appellant, and if applicable, their Agent.

Only in the event of inclement weather, or other unexpected events, the date, place, time, and method of any meeting may be postponed or changed by the Secretary, in consultation with the Chair, if applicable, by advising as many Committee Members as they are able to reach and the Appellant(s).

All information pertaining to an appeal will be presented at the hearing and all discussion on the specifics of an appeal will take place at the hearing. There shall be no discussion amongst Committee Members regarding an appeal or a future appeal prior to the hearing.

Every member of the Committee shall be present for the entirety of an appeal and consider all evidence in order to discuss and vote on an appeal. If a Member leaves the meeting for any reason during the appeal hearing, the Member shall refrain from participating in the discussion and from voting on the appeal. If a Member is not present at the hearing of an appeal and the appeal is postponed, the Member shall refrain from participating in the discussion and from voting on the appeal at that meeting and any subsequent meeting(s).

Where these Terms of Reference are silent, the Committee shall refer to:
the *Building Code Act*; then
the *Statutory Powers Procedure Act*; then
the *Municipal Act*; then
Council's Procedure Bylaw, as amended from time to time.

Witnesses Called by the Municipality

The Municipality reserves the right to call witnesses to provide evidence relevant to the matter under appeal. In such cases, the Municipality shall provide the Appellant with at least 5 business days' advance notice prior to the hearing of its intention to call any witnesses. This notice must include the name of each witness, a summary of their anticipated evidence, and any documents the witness intends to rely upon. This is to ensure that the Appellant has a fair opportunity to prepare and respond appropriately.

Witnesses Called by the Appellant

The Appellant has the right to call witnesses to provide evidence relevant to the matter under appeal. In such cases, the Appellant shall provide the Municipality with at least 5 business days' advance notice prior to the hearing of their intention to call any witnesses. This notice must include the name of each witness, a summary of their anticipated evidence, and any documents the witness intends to rely upon. This is to ensure that the Municipality has a fair opportunity to prepare and respond appropriately.

Failure to Provide Advance Notice of Witnesses

If either the municipality or the Appellant fails to provide the required ADVANCE NOTICE of their intention to call a witness, the Committee may, at its discretion:

- Refuse to hear the witness;
- Allow the witness to testify but grant a postponement to the other party if requested, to allow adequate time for preparation; or
- Make any other procedural order necessary to ensure fairness to all parties.

The Committee will take into account the reasons for the late notice, whether it would unfairly affect the other party, and what is fair and reasonable overall when deciding how to proceed.

Accessibility

The Municipality is committed to providing meetings that are compliant with the *Accessibility for Ontarians with Disabilities Act*. If the participants of the appeal require Committee meeting documents in an accessible format, or require other accessibility accommodations, they are asked to contact the Secretary prior to the meeting so the Municipality can ensure their needs are met.

Participation from Appellants and their Agents

Written Comments

Written comments are accepted at any time during the appeal process, prior to a decision being made. To submit written comments, email the Secretary at clerk@hastingshighlands.ca or call the Clerk's Department.

Electronic Participation

The Appellant and witnesses may attend virtually or by telephone by registering with the Secretary in advance of the meeting. It is the responsibility of the interested member of the public to have technology in place to connect to the meeting.

Electronic Participation – Failed Connection (Appellants and Agents)

If for any reason an Appellant or their Agents' electronic or telephone connection fails while the hearing they are part of is under consideration, a brief recess may be called for them to re-establish the connection. If the connection cannot be re-established, staff will make every attempt to contact the party. If the party cannot re-connect, the Chair will decide how to proceed with the appeal.

Participation from Committee Members

In-Person Attendance

Committee Members are required to be physically present in the location where a meeting takes place and are not permitted to participate electronically, except in extenuating circumstances.

Electronic Participation – Extenuating Circumstances

Committee Members are permitted to participate electronically, in extenuating circumstances as identified in Council's Procedure Bylaw, as amended from time to time. The Member is expected to ensure that their connection is seamless and able to support their participation without connectivity gaps or outside interference/interruptions. Members shall keep their camera on at all times during the meeting.

Electronic Participation – Failed Connection (Committee Members)

If for any reason a Members' electronic connection to the meeting fails or their video feed fails during proceedings, a brief recess may be called in order for staff to assist the Member in re-establishing it. If, the connection still cannot be re-established, the meeting shall then resume without that Member, unless quorum is lost.

If the electronic connection fails to such a degree that quorum is lost, the meeting shall stand in recess until such time as the connection is re-established. If the connection cannot be re-established to the point where a quorum cannot be maintained, the meeting shall stand adjourned, and any items of business shall be carried over to a future meeting.

A Member participating electronically may vote, provided they were present for the entirety of the evidence and discussion surrounding the appeal. Members who lose connection and rejoin the meeting will be held in the waiting room until the start of the next appeal, if applicable.

Quorum and Voting

Pursuant to Subsection 15.6 of the *Building Code Act*, a committee shall be composed of such persons, not fewer than three, as the council considers advisable, and a majority of the members constitutes a quorum for transacting the committee's business.

In the Case where the Chair does not attend within fifteen (15) minutes after the time appointed for the meeting, the Acting Chair shall take the Chair.

If there is no quorum within thirty (30) minutes after the time appointed for the meeting, the Secretary shall record the names of the Members present and the meeting shall stand adjourned until the next scheduled meeting or until a meeting is called.

As per the *Building Code Act* subsection 15.3 (3.1), on an appeal, the committee has all the powers and functions of the Officer who made the order and the committee may do any of the following things if, in the committee's opinion, doing so would maintain the general intent and purpose of the bylaw and of the official plan or policy statement:

1. Confirm, modify, or rescind the order to demolish or repair.
2. Extend the time for complying with the order.

Voting is by simple majority on the appeal.

The Chair is permitted to vote on the motion and may participate in any discussion without having to relinquish their seat as Chair.

Remuneration

The Property Standards Committee Members do not receive remuneration for their participation on the Committee.

Members are eligible for reimbursement for expenses incurred through travel while conducting approved Committee business provided that the expense is approved by the Chair.

Approved Committee business excludes travel to and from meetings.

Agenda and Minutes

The Secretary shall prepare an electronic agenda for the use of the Members at meetings of the Committee. A printed agenda is available upon request.

If the meeting is scheduled between Monday and Thursday, the agenda will be available eight (8) days prior to the meeting date by Four o'clock (4:00 p.m.) If the meeting is scheduled for a Friday, the agenda will be published nine (9) days prior to the meeting date by Four o'clock (4:00 p.m.)

There shall be no more than three (3) appeals, in total, scheduled for a meeting and included on the agenda. The Secretary, upon consultation with the Chair, may entertain additional appeals, as the circumstances may warrant.

Minutes of each meeting of the Committee shall be taken by the Secretary.

Modifications to a Published Agenda

After initial availability of the agenda, the Secretary may add or revise documents due to errors, omissions, or if correspondence has been received. The agenda shall continue to be updated, if necessary and as practicable, until the end of the day prior to the meeting date. The Committee Members shall be emailed with details of the change(s) and notification of the agenda shall be given to Members, the appellant, and any other applicable persons. If the addition or revision takes place on the day of the meeting, the agenda shall be revised *after* the meeting concludes with the applicable documents.

Appeal of Decision of Committee

Any decision of the Committee may be appealed to the Ontario Superior Court of Justice by the Municipality or the owner/occupant of the property on which the Order was made by notifying the Clerk in writing and by applying to the Court within fourteen (14) days after a copy of the decision is mailed.

Confirmed Orders

An Order that has not been appealed, or that has been confirmed or modified by the Property Standards Committee or a judge of competent jurisdiction, as the case may be,

shall be final and binding upon the owner and occupant who shall carry out the repair or demolition within the time and in the manner specified in the Order. If an Order is not complied with as confirmed or modified by the Property Standards Committee or a judge, the Municipality of Hastings Highlands may cause the Property to be repaired or demolished accordingly. Expenses relating to the repair or demolition will be invoiced to the property owner and, if left unpaid, will be added to the property owner's tax bill.

Agent of the Municipality

In carrying out the provisions of this bylaw, the Committee shall at all times be the Agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this bylaw, neither the Committee nor any member shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this paragraph shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Municipality of Hastings Highlands.

Schedule 'A' to Bylaw 2025-038

Meeting Agenda Order of Proceedings

Order of Proceedings

The Committee shall follow the order of proceedings below, or as set out in the Committee Agenda, if a change to proceedings is required. The Chair may change the order of proceedings during the meeting if it is deemed necessary upon approval of the Committee.

- 1) Call to Order
- 2) Chair's Comments
- 3) Respect in the Workplace
- 4) Deletions or Additions to the Agenda
- 5) Disclosure of Pecuniary Interest and the General Nature Thereof
- 6) Selection of the Committee Chair and Acting Chair (when applicable)
- 7) Adoption of the Minutes
- 8) Request for Postponement
- 9) Introduction of Appeal and Municipality's Presentation
- 10) Appellant's Presentation
- 11) Final Submissions
- 12) Deliberation
- 13) Voting
- 14) Notice of Decision
- 15) Other Business
- 16) Adjournment

Order of Proceedings Defined

1) Call to Order

The Chair will call the meeting to order and give instructions and note any housekeeping items. Committee Members and other participants shall turn off cell phones and electronic devices, except those in use to facilitate the meeting.

2) Chair's Comments

The Chair shall provide comments to explain the purpose of the meeting and to set expectations for participants of the meeting.

These comments shall include:

- a) The purpose of the meeting; and
- b) All persons addressing the Committee must state their full name and mailing address and must direct their comments through the Chair.

3) Respect in the Workplace

The Chair shall read the following statement:

The Municipality expects and promotes respectful interactions which show regards for the rights, dignity, health, and safety of all. The Municipality will not tolerate or condone any disrespectful behaviour or comments that a reasonable person would consider humiliating, demeaning, offensive or intimidating in accordance with the Workplace Violence and Harassment Policy of the Municipality, as amended. Any person in breach of this expectation may be asked to leave by the Chair.

4) Deletions or Additions to the Agenda

The Secretary shall bring forward to the Chair any correspondence or necessary additions or revisions to the agenda during a meeting. The Chair shall acknowledge any deletions or additions that are not captured in the agenda for the purpose of noting in the minutes. There is no requirement for the Committee to vote on this item.

5) Disclosure of Pecuniary Interest and the General Nature Thereof

Members may have a pecuniary conflict of interest in any matter that comes before the Committee. Members shall be cognizant of any personal or business conflict of interest or perceived conflict in terms of issues which may serve to benefit them personally.

Every Member shall make themselves aware of the requirements of the *Municipal Conflict of Interest Act* and the Municipality's Code of Conduct. Where a Committee Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Property Standards appeal hearing at which the matter is considered, the Member:

- Shall, prior to any consideration of the matter at the hearing, disclose, to the committee, the interest and the general nature thereof;
- Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- Shall not attempt in any way whether before, during or after the hearing to influence the voting on any such question.

Where the interest of a Committee Member has not been disclosed by reason of the Member's absence from the hearing, the Member shall disclose the interest, and comply with the requirements listed above, at the first Committee meeting attended by the Member after the meeting at which the matter was considered.

The Member declaring the conflict shall fill out the prescribed Declaration of Pecuniary Interest form, which the Secretary will file in the public registry. Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting by the Secretary. The onus to declare a conflict of interest lies with the Committee Member and not municipal staff.

Committee Members may seek advice from the Municipality's Integrity Commissioner, respecting their obligations under the Municipality's **Code of Conduct for Members of Council and its Local Boards**, local ethical behaviour procedures, rules or policies governing the Members, and the *Municipal Conflict of Interest Act*. Committee Members shall inform the Municipal Clerk in writing at clerk@hastingshighlands.ca when advice from the Integrity Commissioner has been sought, for the purpose of billing and record-keeping. The Member is not required to advise the Municipal Clerk of the nature of the advice sought or the advice provided, only that they have made a request.

6) Selection of the Committee Chair and Acting Chair (when applicable)

The Secretary calls for a motion to appoint a Chair which must be seconded by another Member of the Committee before voting.

The Chair calls for a motion to appoint an Acting Chair which must be seconded by another Member of the Committee before voting.

7) Adoption of the Minutes

Draft minutes from the previous meeting held subsequent to the meeting shall be included in the agenda and may be adopted by the Committee without having been read at the meeting at which the question of their adoption is considered.

8) Request for Postponement

The Chair shall call for any request for postponement of an appeal. i.e. a request to the Committee to postpone the deadline for compliance. An appeal shall only be postponed upon reasonable cause as determined by the Committee. Generally, after all requests for postponement have been considered, the Chair shall call each appeal in the order in which it appears on the agenda.

9) Introduction of Appeal and Municipality's Presentation

The Chair will call each appeal to be considered in the order on which it appears on the agenda. A recommendation will be included on the agenda for each appeal. Each appeal will begin with the Municipality's presentation.

Example:

Appeal Number PSA 202X-01

**Appeal filed by John SMITH, owner of 25 Swan Street, Bancroft, ON
regarding Property Standards Order #26-24, 2024286.**

Officer's Recommendation to the Committee for consideration during deliberation:

*That the Property Standards Committee **confirm** Property Standards Order #26-24*

The Officer will present all of its evidence, including witnesses to support its Order under the Property Standards Bylaw. The Appellant and Committee may question all such evidence presented by the Officer.

10) Appellant's Presentation

The Committee shall provide each Appellant with an opportunity to present their appeal. Evidence may include witnesses to the occurrence. Advance notice of intention to call any witnesses is outlined on page 6.

The Committee shall provide the Officer with an opportunity to question the Appellant and any person appearing in support of the Appellant.

11) Final Submissions

The Committee shall permit both the Officer and the Appellant the right to re-call any of their own witnesses, for the purpose of clarification of evidence already before the Committee.

The Committee shall provide the Appellant an opportunity to respond to any comments, correspondence, or proposed conditions brought forward at the appeal.

12) Deliberation

Once all the evidence has been heard in respect of the appeal, the Committee will deliberate on their decision, if they require. When considering an appeal, the Committee shall have all the power and functions of the Property Standards Officer who made the Order, and may do any of the following things if, in the Committee's opinion, doing so would maintain the general intent and purpose of the bylaw:

The Committee has an option to either,

1. Confirm, modify, or rescind the order to demolish or repair, and/or
2. Extend the time for complying with the order.

Voting is by simple majority on the appeal.

13) Voting

The Chair shall ask the members of the Committee for a motion with respect to the disposition of the appeal. The Chair, upon receipt of a motion from a member of the Committee, shall ask for a seconder for the motion. Once the motions have been moved and seconded, the Chair shall call for a vote on the motion and each member of the Committee shall vote on the motion openly and individually and the Chair shall announce the decision of the Committee.

The decision is final and binding on all parties. No further discussions will take place once the decision is made known. No further communications, whether oral or written, will be made to the Committee by the Appellant or the Property Standards Officer. Any further concerns regarding the decision will be dealt with through the court appeal process.

14) Notice of Decision

Members of the Committee concurring in a decision of the Committee shall sign the notice of decision and the name of Members present who did not concur in the decision shall be so noted in the notice of decision.

15) Other Business

Items which may include, but are not limited to, education for the Committee may be placed on the agenda by the Secretary.

16) Adjournment

The Secretary will note in the minutes the time the Chair adjourns the meeting.

Schedule 'B' to Bylaw 2025-038 Duties and Responsibilities

Committee Members

Committee Members shall adhere to the following duties and responsibilities:

- Adhere to the *Building Code Act*;
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Municipality;
- Adhere to the *Municipal Conflict of Interest Act* and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Be present for the entirety of an appeal and consider all evidence in order to discuss and vote on an appeal;
- Not act as an agent for Appellants before the Committee;
- Not be under an obligation to any person who might benefit from special consideration or favour from the Member or who might seek, in any way, preferential treatment;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous, and respectful with other Members, administration, and the general public and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is used or disclosed in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA);
- Understand the Committee's relationship to Council;
- Strive to attend all meetings and advise in advance when unable to attend (to determine if there will be a quorum);
- Prepare for meetings by reading agendas and any background information supplied;
- Consider Appellant and any witness comments and make decisions regarding appeals;
- Actively participate in the discussion and decision-making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Respect that actions taken and/or recommendations shall reflect the majority view of the Committee and not make any disrespectful comments about the decision; and

- Operate under the Municipality's Procedure Bylaw, Code of Conduct, Council-Staff Relations Policy as well as other policies and procedures of the Municipality, where applicable and as amended from time to time.

Chair

- Follow the duties and responsibilities of the Committee Members;
- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee;
- Ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed;
- Ensure fairness and transparency;
- Assist the Secretary when possible or when requested;
- Request that the Appellant or any member of the public or audience vacate the meeting if their behaviour is deemed to be disruptive to the business at hand; and
- The Chair has no direct reporting requirement to Council, as the Property Standards Committee is an autonomous body as provided by applicable legislation.

Secretary

- Ensure proper notice is provided as required under the *Building Code Act*, and the Municipality's Procedure Bylaw, as amended from time to time;
- Prepare Agendas;
- Electronically distribute Agenda link to Members before a Meeting, respecting the designated publication timeframes as set out in the Municipality's Procedure Bylaw;
- Arrange for and/or set up the place of the Meeting and technical equipment;
- Record when the meeting started and adjourned;
- Record the Members present and absent;
- Advise the Chair and Members of any additions or deletions to the Agenda;
- Advise the Chair and Committee of any late correspondence relating to the appeals before the Committee that have been received by the Secretary.
- Record minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions;
- Assist in preparing relevant motions in cooperation with the Chair;
- Finalize minutes for publication;
- Operate under the Municipality's Procedure Bylaw, Council-Staff Relations Policy as well as other policies and procedures of the Municipality, where applicable, as amended from time to time.

Officer

- When an appeal of an Order is filed, the Officer presents their findings, evidence, and reasoning to the Committee;
- The Officer shall send notices of appeal and decisions of the Committee to the owner and/or occupant of the property on which the lands are the subject of the appeal.

Appellant

- Abide by requirements for respectful interactions that show regards for the rights, dignity, health, and safety of all;
- Operate under the Municipality's Procedure Bylaw, as well as other policies and procedures of the Municipality, where applicable, as amended from time to time;
- Respect the decorum of the Committee, maintain order and quiet;
- May not address the Property Standards Committee without permission;
- May not interrupt any speaker or action of the Members or any person addressing the Committee;
- May not speak out or applaud;
- May not behave in a disorderly manner;
- May not make any noise or sound that proves disruptive to the conduct of the meeting.

Witnesses

- May be heard upon the call of the Chair;
- May be heard upon providing the Committee with their first name and surname;
- Direct their comments to the Chair;
- There is no requirement for the Chair, Members of the Committee, the Secretary, the Appellant, or any staff of The Corporation of the Municipality of Hastings Highlands to answer questions during the meeting from any Witnesses; and
- Each witness shall operate under the Municipality's Procedure Bylaw, as well as other policies and procedures of the Municipality, where applicable, as amended from time to time. If a Witness is deemed to be disruptive to the business at hand, the Chair may request they vacate the Council Chambers. If attending the meeting electronically, the Chair may request they be removed from the meeting platform.