ATTACHMENT #1 –
Proposed Amendments to Procedure By-law 7-2011 to Implement Bill 187, the *Municipal Emergency Act, 2020*.

The following amendments to Procedure By-law 7-2011 are proposed to implement Bill 187, the *Municipal Emergency Act*, 2020:

1. Electronic Meetings shall be permitted during any period of time during which an emergency has been declared for all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E. 9, as amended.

2. The following definitions will be added:
    a. **ELECTRONIC PARTICIPATION** - A Council Member who participates in a Committee or Council meeting remotely via electronic means (e.g. video or audio teleconference), has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote. They shall count towards a quorum of members and shall be permitted to participate in any portion of a meeting which is open or closed to the public.

    b. **ELECTRONIC MEETING** - A meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance, allowing for Electronic Participation by Council Members.

3. Electronic Participation will be permitted for any Committee of the Whole or Council meeting.

4. The Chair shall not be permitted to participate electronically at a meeting.

5. If the Chair is unable to physically attend the meeting, the Mayor or his/her substitute determined in accordance with Section 3.2 (1) of the Procedure By-law shall act as Chair.

6. The Member of Council who wishes to participate in an Electronic Meeting through Electronic Participation shall provide the City Clerk a minimum of 24 hours' notice, or as much time that is practically required to ensure appropriate preparations for an Electronic Meeting. Council Members must connect through a corporate device to ensure security of the communication.

7. Interruptions in Communication – If there is an interruption in the communications link to any Member who is participating electronically in an Electronic Meeting, the Chair may:

    a. decide on a short recess until it is determined whether or not the link can be re-established with no more than two (2) attempts; or

    b. continue the Electronic Meeting and treat the interruption in the same manner as if the Council Member who is physically present leaves the room.

8. Notwithstanding Section 2.2 (1) DEPUTATIONS AND PRESENTATIONS, the public shall only address a Committee when and where it is practical at an Electronic Meeting.

9. Notwithstanding Section 2.2 (2) DEPUTATIONS AND PRESENTATIONS, deputations on an item not listed on a Standing Committee agenda shall not be permitted at an Electronic Meeting.

10. Notwithstanding Section 2.4 CEREMONIAL PRESENTATIONS, ceremonial presentations shall not be permitted at an Electronic Meeting.

11. Council Members attending an Electronic Meeting that is closed to the public, through Electronic Participation, shall declare at the start of the closed meeting that they will maintain the confidentiality of the closed meeting through ensuring that they are alone and that any discussions cannot be overheard.

12. Roll Call

    a. Immediately after calling the Meeting to order, the Chair shall direct the City Clerk to conduct a roll call to identify the Council Members participating in an Electronic Meeting and confirm that a quorum is present.

    b. A Council Member who is not present during the roll call, and who subsequently joins the Electronic Meeting via Electronic Participation shall advise the Chair and City Clerk of his or her attendance at the Electronic Meeting.

    c. A Council Member who is participating electronically in an Electronic Meeting who, for any reason or duration will no longer be electronically participating prior to adjournment, shall advise the Chair and City Clerk of his or her absence from the Electronic Meeting.

13. Written communications related to an item on an agenda, for an Electronic Meeting, shall be received in accordance with Section 2.1(9) COMMUNICATIONS/WRITTEN SUBMISSIONS (AGENDA ITEM). Timelines under Sections 2.1(9)(c) and (d) may be suspended at the discretion of the City Clerk.