

**ATTACHMENT #1 –
Proposed Amendments to Procedure By-law 7-2011 to
Implement Bill 187, the *Municipal Emergency Act, 2020*
for Statutory, Ad Hoc and Sub-Committees**

The following amendments to Procedure By-law 7-2011 are proposed to implement Bill 187, the *Municipal Emergency Act, 2020* for Statutory, Ad Hoc and Sub- Committees:

1. The following definitions will be amended:
 - a. **ELECTRONIC PARTICIPATION** - A ~~Council~~ Member who participates in a Committee, ~~or Council~~, **or statutory, ad hoc or sub-committee** 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.
2. Electronic Participation will be permitted for any Committee of the Whole, Council, statutory, ad hoc or sub-committee meeting.
3. The Chair of a statutory, ad hoc or sub-committee shall be permitted to participate electronically at a meeting.
4. The Member who wishes to participate in an Electronic Meeting through Electronic Participation shall provide the City Clerk or Secretary a minimum of 24 hours' notice, or as much time that is practically required to ensure appropriate preparations for an Electronic Meeting.
5. 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 Member who is physically present leaves the room.

6. Roll Call

- a. Immediately after calling the Meeting to order, the Chair shall direct the City Clerk, Secretary, or City Clerk's staff member to conduct a roll call to identify the Members participating in an Electronic Meeting and confirm that a quorum is present.
- b. A 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 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.

7. 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).