

ATTACHMENT #1 –
Proposed Amendments to Procedure By-law 7-2011 to Implement Bill 197, the
***COVID-19 Economic Recovery Act, 2020* and other minor amendments.**

The following amendments to Procedure By-law 7-2011 are proposed to implement Bill 197, the *COVID-19 Economic Recovery Act, 2020*, and other minor amendments:

1. Electronic Meetings shall be permitted during any period of time.
2. The following definition will be added:
 - a. **SPEAKER** – An oral submission made by and at the request of a member of the public which may be supported by written material relating to an item on the agenda for a meeting to which this By-law applies.
3. Electronic Participation will be permitted for any Committee of the Whole, Council, statutory, ad hoc or sub-committee meetings.
4. The Chair of a Committee of the Whole or Council meeting shall not be permitted to participate electronically at a meeting.
5. The Chair of a statutory, ad hoc or sub-committee shall be permitted to participate electronically at a meeting.
6. If the Chair of a Committee of the Whole or Council meeting 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.
7. 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.
8. 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.

9. Notwithstanding Section 2.2 (2) DEPUTATIONS AND PRESENTATIONS, deputations on an item not listed on a Standing Committee agenda shall be permitted at an Electronic Meeting during a declared emergency, subject to approval by the City Clerk.
10. Notwithstanding Section 2.4 CEREMONIAL PRESENTATIONS, ceremonial presentations shall be permitted at an Electronic Meeting during a declared emergency, subject to approval by the City Clerk.
11. 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, Secretary, or City Clerk's staff member to conduct a roll call to identify the Council 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, Secretary, or City Clerk's staff member 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, Secretary, or City Clerk's staff member 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.
14. References to "Deputant" and "Deputation" shall be revised to "Speaker", where appropriate.
15. References to "Committee of the Whole (Public Hearing)" shall be revised to "Committee of the Whole (Public Meeting)".

16. The Clerk may establish and amend any procedure or process deemed necessary to allow public participation at electronic meetings, including but not limited to, any time limit by which a potential Speakers and Presenters will be required to register.