

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

BY-LAW 2020-102

BEING A BY-LAW TO AMEND BY-LAW 2020-066(A), WHICH AMENDED BY-LAW 2018-015, BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS FOR THE TOWNSHIP OF LAKE OF BAYS TO PERMIT ELECTRONIC MEETINGS.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS The Corporation of the Township of Lake of Bays enacted Procedural By-law 2018-015, as amended, on March 20th, 2018;

AND WHEREAS the COVID-19 Economic Recovery Act, 2020 (Bill 197) received royal assent on July 21, 2020 making changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum beyond declared emergencies;

AND WHEREAS on July 28, 2020 Council adopted By-law 2020-066(A) to amend Procedural By-law 2018-015 and the Corporation of the Township of Lake of Bays considered it desirable to be able to hold Council meetings electronically;

NOW THEREFORE the Council of The Corporation of the Township of Lake of Bays ENACTS AS FOLLOWS that Procedural By-law 2018-015, be amended by the following revisions as attached hereto as Appendix 'A':

READ a FIRST, SECOND and THIRD time and finally passed this 17th day of November, 2020.

Mayor – Terry Glover

Clerk – Carrie Sykes

APPENDIX 'A'

Procedures for the Conduct of Electronic Meetings

1. Calling an Electronic Meeting/Provision of Notice

- 1.1. The Mayor/Chair may consider calling an electronic Council meeting when **Council is unable to meet in person**
 - a) ~~Time is of the essence; and~~
 - b) ~~There is a key matter to consider; and~~
 - c) ~~An emergency has been declared under section 4 or 7.0.1. of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended*~~
- 1.2. Meeting notice shall be provided in accordance with the Township's procedural by-law.
- 1.3. All electronic Council meetings shall be webcast and recorded. **Should there be technical difficulties with the webcasting equipment/software, the Clerk will allow 15 minutes to resolve the issues, then the meeting will be postponed until such time that the equipment/software is functioning correctly.**
- 1.4. **All Committee meetings will be recorded and the public will be provided the opportunity to attend the electronic meeting as an attendee through the online electronic meeting software.**
- 1.5. Where possible the Mayor/Chair, CAO and Clerk (**or designate**) should be present in the Municipal Council Chambers.
- 1.6. A notice regarding how members of the public may observe the electronic meetings shall be included on the agenda.

2. Participation/Call to Order/Roll Call

- 2.1. All members may participate electronically using technology as determined by the Clerk in consultation with the CAO, Mayor/Chair and Information Technology staff.
- 2.2. Appropriate staff, as determined by the CAO, may also participate electronically using technology as determined by the Clerk in consultation with the CAO, Mayor/Chair and Information Technology staff.
- 2.3. Members and staff participating electronically shall make sure they are electronically present a minimum of twenty (20) minutes prior to the published meeting start time. The Clerk or designate may verify audio and/or video connections or provide other instructions relevant to the meeting and its format.
- 2.4. At the published meeting start time, the Mayor/Chair shall call the meeting to order noting the meeting is taking place as per section 238 of the *Municipal Act, 2001*. The Clerk shall call the roll and record those Members present and those staff present. If anyone is not acknowledged they shall ensure they are recognized by interrupting the proceedings.
- 2.5. The Mayor/Chair shall lead the meeting and take up the business on the agenda in any order necessary to expedite the business of the meeting.

3. Closed Session Meetings

- 3.1. Closed session electronic meetings shall not be webcast or made available to the public.
- 3.2. Members shall be called upon by the Mayor/Chair to confirm that they are in a confined area without any other person present.
- 3.3. Members who declare a conflict of interest must withdraw from the closed session, including electronic/audio participation, for the entire discussion of the matter about which they have declared a conflict.

4. Motions/Rules of Debate

- 4.1. The Mayor/Chair shall select a mover and seconder from those Members present and verbally identify them and confirm verbally their willingness to move/second the motion.
- 4.2. All motions shall be read aloud by the Mayor/Chair. The Mayor/Clerk will ask Members if there are any questions. By a show of hand, the Mayor/Clerk will ask the Member to proceed with the question. Follow up questions will be at the discretion of the Mayor/Chair. Immediately following any discussion on the motion, the Mayor/Chair shall summarize any discussion and call for any amendments to the motion.
- 4.3. Where possible, amendments shall be discussed with the Clerk prior to the meeting so that they may be prepared in advance. Where an unanticipated amendment is to be presented the Member shall ensure they are duly recognized by the Mayor/Chair prior to moving the amendment. When recognized by the Mayor/Chair, the member shall state their amendment and the Mayor/Chair shall request a seconder who shall make themselves known by a show of hands/verbally. The Clerk shall prepare the amendment which will be dealt with as outlined as above.
- 4.4. All members can participate in debate in keeping with the rules of procedure. Members participating by audio and visual participation shall raise their hand to indicate they wish to speak. Members participating by audio only shall recite their name when they wish to speak on a matter and wait to be recognized by the Mayor/Chair.

5. Voting

- 5.1. Each Member present shall vote by raising their hand identifying either “yes” if they are in favour of the motion, or “no if they are opposed.
- 5.2. The Clerk shall record each vote and note the same in the minutes.
- 5.3. The Clerk **Mayor/Chair** shall announce the result of the vote.

6. Electronic Meeting Etiquette

- 6.1. During Electronic Meetings, the following etiquette shall be followed:
 - a) **Dress appropriately** as the proceedings and Member’s video image will be webcast.
 - b) **Control audio quality** by testing audio before the meeting, situate yourself in a quiet indoor location and if possible, use a good quality headset with microphone.
 - c) **Consider lighting** by checking the video quality before the meeting and not sitting too close to a bright light source.

- d) **Consider your background** to ensure a neutral backdrop free from personal items.
- e) **Speak to the camera** not the screen.
- f) **Mute your microphone** when you are not speaking to cut down background noise.