

# CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

## BY-LAW NUMBER 2020-05

BEING A BY-LAW TO AMEND BY-LAW 2017-03, BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE CALLING OF MEETINGS, THE PROCEDURES FOR THE GIVING OF PUBLIC NOTICE, THE PROCEDURES FOR ACCOUNTABILITY AND TRANSPARENCY, AND THE CODE OF CONDUCT OF ITS MEMBERS

WHEREAS Section 238 (2) of the Municipal Act, S.O. 2001 C. 25, as amended, requires every municipality and local board shall pass a procedure by-law for governing the calling, place, and proceedings of meetings.

AND WHEREAS the Council of the Corporation of the Township of Papineau-Cameron deems it necessary to amend By-Law 2017-03 to reflect current practices, procedures and statutory requirements;

NOW THEREFORE, the Council of the Corporation of the Township of Papineau-Cameron hereby enacts the following:

### 1. SECTION 2.0 – THE CALLING OF MEETINGS

Add the following section:

#### 2.8 – Electronic Meetings During Declared Emergencies

During emergencies declared locally or provincially under the Emergency Management and Civic Protection Act, Members of Council, Local Boards and Committee may participate electronically in open and closed meetings and shall be counted for the purposes of quorum.

Under Section 238 (3.3) of the Municipal Act

The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public. 2020, c. 4, s. 1.

Under Section 238 (3.4) of the Municipal Act

A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting. 2020, c. 4, s. 1.

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## 2. SECTION 6.0 – ABSENT COUNCIL MEMBERS

Add the following section:

### 6.3 – Electronic Participation

Under section 238 (3.1) of the Municipal Act – The applicable procedure by-law may provide that a member of Council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time.

Under section 238 (3.2) of the Municipal Act – The applicable procedure by-law shall not provide that a member of Council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.

Members may participate in meetings by Electronic Means subject to the following:

- a. Electronic Means of participating in a meeting are available only for meetings of Council, Local Boards or Committee that take place in the Township's Council Chambers 4861 Highway 17, Papineau-Cameron, Ontario.
- b. Requests to participate in a meeting by Electronic Means must be made to the Clerk in writing at least one (1) business day before the meeting.
- c. No more than one Council Member may participate in the same meeting by Electronic Means. Where more than one Member requests to participate in the same meeting by Electronic Means, the request will be granted to the first Member that made the request in writing.
- d. A member may participate in a maximum of two (2) meetings per calendar year by Electronic Means.
- e. Members may not participate electronically in any meeting that is closed to the public.
- f. A Member participating in a meeting by Electronic Means shall be considered to be present at such meeting but shall not be counted towards quorum.
- g. The Chair must be present in person at a meeting.
- h. The Chair will canvass the Member participating by Electronic Means about their intention to speak to a matter on the floor and will notify the Member when it is his or her turn to speak.
- i. After putting a motion to a vote, the Member participating by Electronic Means will be required to identify verbally how he or she wishes to vote.
- j. A Member participating by Electronic Means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- k. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- l. In the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect.

3. THAT all other provision of By-Law 2017-03 shall remain in effect.

4. THAT this by-law shall become ratified upon the signing thereof.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED BEFORE AN OPEN COUNCIL, THIS 14 DAY OF APRIL, 2020.

  
MAYOR

  
CAO / CLERK-TREASURER

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