

BY-LAW NO. 31-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND PROCEDURAL BY-LAW 117-2018 TO ALLOW FOR COUNCIL, LOCAL BOARDS AND COMMITTEES TO HOLD ELECTRONIC MEETINGS IN THE EVENT OF AN MUNICIPAL OR PROVINCIALY DECLARED EMERGENCY;

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

AND WHEREAS The Province passed Bill 187 and introduced the *Municipal Emergency Act, 2020* on March 19, 2020 in response to the COVID-19 emergency;

AND WHEREAS the legislation gives municipalities the ability to fully conduct Council, local board and committee meetings electronically when faced with local and province-wide emergencies, empowering the government's municipal partners to respond quickly when in-person meetings cannot be held;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

1. That Procedure By-law 117-2018 is hereby amended by adding the following provisions to Section 5.12:

5.12 Electronic Meetings – Declared Emergency

5.12.1 During any period where an emergency has been declared to exist by the municipality in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, an electronic meeting may be held;

5.12.2 Despite Subsection (3.1) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, 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

5.12.3 Despite subsection (3.2) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, 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;

5.12.4 “Local Board” includes but is not limited to the Business Improvement Area Board of Management;

5.12.5 Notice of the meetings shall be provided on the Town's website and the public shall be entitled to be present at the meeting through virtual attendance.

5.12.6 A Conference Call shall be set up and a number made available to the members and the public so that they may listen in live;

5.12.7 In the event that a conference call is not possible, a video-conference may be set up.

5.12.8 Members of Council, local Boards and Committees shall:

5.12.8.1 identify themselves at the beginning of the meeting for the purpose of determining quorum; and

5.12.8.2 upon the call of the vote of each motion and by-law to determine the vote.

5.12.9 Direction shall be given to the public by the Chairperson to place their phones on mute during the meeting so as not to interrupt the meeting.

5.12.10 The members and the public shall be made aware of the full contents of the virtual meeting via the video recordings of the meeting available on the Town's website.

5.12.11 The "presence" of the Clerk and any other staff may be virtual.

5.12.12 The meeting may be held virtually and no attendance in the normal place of a Council meeting will be required.

5.12.13 The Clerk shall be responsible for the procedures associated with the conduct of the meeting."

2. This By-law shall come into force and effect on the date it is passed by Council.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk