



Staff Report

Report Title: Township of Huron-Kinloss Procedural By-Law

Prepared By: Emily Dance, Clerk

Department: Clerks

Date: Sep. 9, 2020

Report Number: CLK-2020-09-72

File Number: 150

Attachments: Draft Procedural By-Law

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK-2020-09-72 prepared by Emily Dance, Clerk AND authorizes the Electronic Meetings and Electronic Participation when determined appropriate by the Mayor, CAO and Clerk AND FURTHER authorizes the amending By-Law come forward.

Background:

Bill 197 being the COVID-19 *Economic Recovery Act, 2020* amended the Municipal Act, 2001 to allow municipalities to participate electronically in both open and closed meetings and to be counted towards quorum, even in the absence of a declared emergency.

At the August 5, 2020 Committee of the Whole Meeting, Council approved amending the Procedural By-Law to allow electronic meetings and electronic participation at Council, Committee and Board Meetings.

Discussion:

Attached is the proposed amendments for the Committee to consider. Including the following:

Definitions:

“Electronic Meeting” shall mean 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.

“Electronic Participation” shall mean participation in a meeting where a Member is not physically present but participates via electronic means of communication.

Electronic Meeting

2.1 When it is determined by the Mayor, CAO and Clerk that electronic participation will be required, the meeting may be held electronically and all or some members may participate electronically.

Notice to Members

2.14 Notice of an electronic meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such electronic meeting.

Closed Meetings

2.26 A Closed Session may be 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.

2.27 Members may participate electronically in a Closed Session and shall be entitled to vote as if they were attending the meeting in person.

Quorum

3.17 ~~To be considered as part of Quorum for a meeting the Council member must be physically present for the meeting.~~ A member participating by electronic means in a meeting may be counted in determining whether a quorum of members is present.

Financial Impacts:

Financial costs may be incurred in order to accommodate an electronic hybrid meeting with some members participating electronically and some in Council Chambers to ensure accessibility for the public, staff and Council.

Strategic Alignment / Link:

We are an accessible community by being open and transparent.

Respectfully Submitted By:

Emily Dance, Clerk

Approved By:

Mary Rose Walden, Chief Administrative Officer