

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-019

BEING A BY-LAW TO AMEND BY-LAW 2008-008 AND BY-LAW 2020-008 WHICH ARE BY-LAWS TO GOVERN AND REGULATE THE MEETINGS AND PROCEEDINGS OF COUNCIL AND COMMITTEES OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND COMMONLY CALLED “THE PROCEDURAL BY-LAW”.

WHEREAS pursuant to the *Municipal Act*, 2001 c.25, Section 238(2) as amended, every municipality and local board shall pass a Procedural By-law governing the calling, place and proceedings of meetings, including Regular, Special, Committee or other Meetings of a Council;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to amend the current By-Law and enact such amended By-Law to govern the proceedings of Council, the conduct of its Members and the calling and place of meetings;

BE IT ENACTED as a By-law of the Corporation of the Municipality of Calvin as follows:

1. That Definitions of the Amendment to the Procedural By-Law No. 2020-008 the following definition shall be amended as follows;
 - 1.4 “CHAIR” shall mean the person presiding at the Meeting whether it be the Mayor or any other Member; The Chair will preside over council meetings so that its business can be carried out efficiently and effectively whether the meeting is held in person or electronically;
 - 1.5 “CLERK” means the Clerk-Treasurer of the Corporation or his/her delegate; The clerk will record, without note or comment, all resolutions, decisions and other proceedings of the council and if required by any member present at a vote, to record the name and vote of every member voting on any matter or question whether the meeting is held in person or electronically;
 - 1.31 “ELECTRONIC MEETING” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does count for Quorum. The Member participating electronically can vote. The Member participating electronically may participate in a Closed Meeting;
 - 1.32 “HYBRID MEETING” means a meeting where participants, including members of the public, are a combination of in-person and electronic.
2. That the clauses note below of the Procedural By-Law No. 2008-008 shall be amended as follows:
 - 1.27 “QUORUM” means the minimum number of members who must be present, either physically or electronically, for business to be legally transacted and in the

case of the Municipality of Calvin shall be three (3) members;

2.8 Meetings – location – Council Chambers - exception

All meetings of Council, Standing Committees and Advisory Committees shall take place in the Calvin Community Centre at 1355 Peddlers Dr., by authorized electronic means or as otherwise designated by Council of the Chair of a Committee.

2.9 Use of Audio – Video Equipment

The Municipality will use audio and video recording equipment during Meetings for the purpose of Live Streaming meetings to the approved platform for increased transparency to the public. Any and all audio/video recordings recorded other than by the Municipality shall not, under any circumstances, be deemed to be official records.

3.2 Duty of Mayor

It is the duty of the Mayor to preside at all meetings of Council, whether they are in person, electronic or a hybrid, and in addition to the requirements in the Municipal Act shall be responsible.....

3.5 Duty of Clerk

It is the duty of the Clerk to attend all Council meetings, whether they are in person, electronic or a hybrid,

11) The Clerk shall, in consultation with the Chair, determine the appropriate technology to provide for electronic means of participation in each Meeting, provided that it allows for the following to occur simultaneously:

- a) each person may hear any person authorized to speak,
- b) each participant entitled to speak may indicate to the Chair that they desire to speak and,
- c) provided for public access

5.10 Agenda – In – Camera – material

All In-Camera material will be circulated to members of Council and/or Committee Members a minimum of 4 hours but preferably 24 hours before the start of the regular meeting that the In-Camera meeting takes place, whether Members are participating physically or electronically. The In-Camera material will be provided electronically with the appropriate precautions in place to protect the confidential nature of the information being provided to Members.

5.11 Agenda – In Camera – not sent electronically

This clause is repealed and no longer in use.

14.17 Electronic Voting

The Chair will enact such rules as may be necessary to provide for the conduct of voting in a meeting held in whole or part through electronic means.

This By-law shall come into full force and effect upon the date of the passing thereof.

Read a first time this 25th day of August 2020.

Read a second time this 25th day of August 2020.

Read a third time and finally passed in open council this 8th day of September 2020.



MAYOR



CLERK