

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 015-2020

BEING A BY-LAW TO AMEND BY-LAW 007-2019, BEING A BY-LAW TO PROVIDE FOR THE RULES OF ORDER OF COUNCIL AND ITS COMMITTEES

WHEREAS section 238, of the Municipal Act, 2001, 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 that the by-law shall provide for public notice of meetings;

WHEREAS the *Municipal Emergency Act, 2020*, amends the *Municipal Act, 2001* and the *City of Toronto Act, 2006*;

AND WHEREAS Council deems it desirable to amend By-Law 007-2019, as amended;

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

1. **THAT** Part 1 – Definitions of By-law 007-2019 be amended with the addition of the following definition and the section renumbered accordingly:

1.5 “Electronic Participation” means participation in a meeting from a remote location by such electronic means or service as determined and provided by the Clerk, and “participate electronically” has a corresponding meaning;”

2. **THAT** Part 4 – Council Meetings of By-law 007-2019 be amended with the addition of Section 4.12:

4.12 Electronic Participation – When Permitted

The provisions in Sections 4.12.1 to 4.12.7 apply only during a period where an emergency has been declared to exist in all or part of the Region under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9.

4.12.1 Electronic Participation – Scope of Participation

Any Member who is not physically present in the location where a Meeting takes place is permitted to participate electronically in both Open and Confidential Sessions and shall have the same rights to speak and vote as if the Member was physically present.

4.12.2 Electronic Participation – Quorum

All Members who participate electronically shall be counted in determining whether or not a Quorum of Members is present.

4.12.3 Electronic Participation – Clerk

The Clerk or designate shall be present electronically during any meeting in which all or some Members are participating electronically.

4.12.4 Electronic participation – Notice to Clerk

Members are encouraged to notify the Clerk twenty-four (24) hours in advance of any Meeting at which they intend to participate electronically.

4.12.5 Electronic participation – Mayor / Acting Mayor

The provisions setting out the Mayor and Acting Mayor roles with respect to presiding over certain portions of the meeting in Section 3.1.1 c) shall not apply for meetings with electronic participation. The Mayor shall preside over all portions of meetings with electronic participation. In the absence of the Mayor, the Acting Mayor shall preside over all portions of a meeting with electronic participation.

4.12.6 Electronic participation – Motions in Writing

The provision requiring that all motions be made in writing in Section 9.1 shall not apply to meetings with electronic participation.

4.12.7 Electronic participation - Delegations

Delegates shall not be permitted to participate electronically. Any person wishing to delegate on an item shall submit a written submission to the Clerk no later than two hours prior to the start of the meeting, which will be distributed to members and will form part of the public record.

3. **THAT** all other provisions of By-law No. 007-2019, as amended, remain in full force and effect.
4. **AND THAT** this By-law shall come into force and effect and take on the date of its passing.

PASSED IN OPEN COUNCIL ON MARCH 30, 2020.

_____ Mayor
Gordon A. Krantz

_____ Town Clerk
Troy McHarg