

**The Corporation of the City Of Quinte West
By-Law Number 22-017**

Being A By-law To Amend By-law 19-029, Being A By-Law To Govern The Calling, Place And Proceedings Of Meetings Of The Council Of The Corporation Of The City Of Quinte West.

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

And Whereas Section 8 of the Municipal Act, S.O. 2001, c. 25, provides that a Council may pass By-laws for governing their affairs as they consider appropriate;

And Whereas Section 238 of the Municipal Act, S.O. 2001, c. 25, has been amended to permit, subject to the applicable Procedure By-law providing, electronic participation at meetings of Council, Local Boards or Committees;

And Whereas Section 238 of the Municipal Act, S.O. 2001, c. 25, has been further amended to convey that a Member 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 that a Member can participate electronically in a meeting that is open or closed to the public;

And Whereas the Council of the Corporation of the City of Quinte West deems it expedient to pass a By-law for this purpose;

Now Therefore Be It Enacted By the Council For The Corporation Of The City Of Quinte West As Follows:

1. This By-law shall be entitled the **"Procedural By-law Amendment No. 03"**.
2. That Section 4 – Council Meetings of By-law 19-029 be amended by adding the following:
 - (j) Virtual/In-person "Hybrid" Meeting
 - i. Any Member intending on participating remotely must give notice to the office of the Clerk / Recording Secretary before 1:00 pm on the day of the meeting.
 - ii. Each Member participating in a meeting remotely shall be available at least thirty (30) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
 - iii. When not speaking all participants in the meeting are required to be on mute.
 - iv. The Chair / Head will canvass Members participating remotely about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
 - v. All meetings must be conducted in Council Chambers unless fully virtual.
 - vi. Remote participation must be done with video, no phone in remote sessions will be permitted.
 - vii. Member(s) must have their video enabled while participating in the meeting. If their video is off they will have been considered to have left the meeting.

- viii. Member(s) participating remotely will be deemed to have left the meeting when they are no longer connected to the meeting. If you are participating remotely and are disconnected from the meeting it is the responsibility of the member to re-connect. Support will be at best effort while the meeting is in session.
- ix. As long as quorum is maintained the meeting proceeds regardless of attendance of individual Members.
- x. If quorum is lost because of someone disconnecting remotely or leaving the room the Chair / Head will wait five (5) minutes for that member to reconnect or return after which time the meeting will be concluded, as a quorum no longer exists.
- xi. Where any Conflict of Interest is declared In-Camera, the Member shall disconnect from the meeting, but may reconnect when the matter is finished.
- xii. The Clerk or meeting Recording Secretary and Chair or Co-Chair shall be required to be physically at City Hall for meetings unless the meeting is fully virtual.
- xiii. Delegates shall be permitted to participate electronically.
- xiv. Remote Public Input will be allowed through written comment to the Clerks department or through remote participation requiring registration. New registration requests or correspondence will not be permitted after 8:00 AM the morning of the scheduled meeting.
- xv. All remote Public Input must have video enabled when interacting with the meeting if choosing to speak through remote participation.
- xvi. Clarification on roles and responsibilities during the meeting:
 - Reading the recommendations and motions as presented in the agenda: Chair / Head
 - Asking for Mover and Seconder: Chair / Head
 - Managing / moderating the discussion: Chair / Head
 - New Motions or Recommendations / Changes to Motions or Recommendations: Clerk or Recording Secretary will read or display before moving forward
 - Calling the vote: Chair / Head
- xvii. Any modifications to the agenda with respect to motions / recommendations will be handled in the following manner:
 - Change will be either electronically or verbally sent to the Clerk or Recording Secretary.
 - The Clerk or Recording Secretary will be given sufficient time to construct the motion or resolution during which time no further discussion can take place.
 - Clerk or Recording Secretary will read back or display the modified item.
 - Vote can be held.
- xviii. After 2 continuous hours of meeting and at the discretion of the Chair / Head a 10 minute recess can be called.

3. That Section 5.4(f) – Council Meetings of By-law 19-029 be amended by changing to the following:

(f) The number of Delegations allowed at any one meeting will be reduced from five (5) to three (3).

4. This By-law shall take effect on the final date of passing.

Read A First, Second And A Third Time And Finally Passed This 7th Day Of February, 2022.



Jim Harrison, Mayor



Virginia LaTour, Acting City Clerk