

TOWNSHIP OF BLANDFORD-BLENHEIM

SPECIAL COUNCIL MEETING AGENDA

Wednesday, April 15, 2020

Youtube Channel for listening in: Blandford-Blenheim Township

<https://youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

3:45 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the April 15, 2020 3:45 pm Special meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Staff Report

a. Rodger Mordue – CAO/Clerk

i. [CAO-20-04, Electronic Meetings](#)

Recommendation:

That Report CAO-20-04 be received; and,

That a by-law be prepared and presented to Council to amend the Township Procedural By-law to allow for electronic participation during emergencies.

6. By-Laws

a. [By-law 2187-2020 Being a By-law to amend the Township's Procedural By-law.](#)

Recommendation:

Be it hereby resolved that first and second reading be given to the following By-law:

- *By-law 2187-2020 Being a by-law to amend the Township's procedural By-law*

Recommendation:

That third reading be given to the following By-law:

- *By-law 2187-2020 Being a by-law to amend the Township's procedural By-law*

7. Adjourn

Recommendation:

Whereas business before Council has been completed at _____ p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, April 15, 2020 at 4:00 p.m. in Council Chambers for the regular meeting.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: N/A
Subject: Amendment to Procedural By-law
Report #: CAO-20-04

From: Rodger Mordue, CAO/Clerk
Date: April 2, 2020
Council Meeting Date: April 15, 2020

Recommendation:

That Report CAO-20-04 be received; and,

That a by-law be prepared and presented to Council to amend the Township Procedural By-law to allow for electronic participation during emergencies.

Background:

A Provincial Emergency was declared on March 17, 2020 under section 7.0.1 (1) of the Emergency Management and Civil Protection Act.. The Provincial Government also passed Bill 187, the Municipal Emergency Act, 2020. This Act includes provisions for councils and certain local boards to meet electronically for both open and closed session in times of Provincially declared emergency. These provisions are optional and the implementation and technology used is the municipality's discretion. These legislative amendments allow municipalities to hold a special meeting with electronic participation when an emergency has been declared in order to amend the procedural by-law.

Analysis/Discussion:

The Province is providing municipalities with the option of using electronic meetings during emergency situations to ensure local decision making by municipal councils is not affected by existing legislated meeting quorum requirements. Before these changes were introduced the *Municipal Act* allowed for electronic participation in meetings if permitted under the municipality's procedural by-law. However members participating electronically could not be counted towards quorum. Also, electronic participation was prohibited for closed session meetings.

The legislative changes recently announced by the Province only apply in the event of a Provincially declared emergency or an emergency declared by a municipal Head of Council under the *Emergency Management and Civil Protection Act*. Once the declaration is lifted regular council meeting rules apply.

The recommended changes to the procedural by-law in order to allow for electronic participation in meetings during an emergency include the addition of the following section:

Article 5a – Electronic Meetings during a Declared Emergency

5a.1 Under this section an electronic meeting is defined as any regular or special meeting of Council that utilizes remote electronic access for the Members during any period of time during which an emergency has been declared, either by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

5a.2 An electronic meeting will utilize telephone or any other technology that allows for audio and/or video electronic means of access by Members through the internet or other technology.

5a.3 An electronic meeting will be conducted, at the discretion of the Clerk, either by electronic access by all Members or a combination of in-person meeting and electronic access. Any problems, technical or otherwise, arising from the electronic access of Members which prevents a Member from hearing, seeing, knowing, voting or otherwise participating in the meeting for any length of time shall not invalidate any vote unless quorum for the meeting is lost at the time of the vote.

5a.4 Members attending and present during an electronic meeting shall be counted for the purpose of quorum and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person. The Clerk may conduct a roll call vote whereby each Member's name is called and each Member responds verbally with their vote.

5a.5 Unless otherwise approved by the Chair, an electronic meeting shall not permit public deputations, except by way of written submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the electronic meeting and shall be provided to Members as far in advance of the meeting as possible. The Clerk shall verbally read out the written deputation during the meeting.

5a.6 Notwithstanding the foregoing, all sections of the Procedural By-law shall continue to apply to an electronic meeting held pursuant to this section.

Financial Considerations:

Altering the purchasing policy to allow for electronic advertising and bidding on goods and services will expose the Township purchasing procedure to a wider market which should result in more competitive bids.

Attachments:

- By-law to amend the Procedural By-law

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2187-2020**

Being a By-law to amend By-law 1916-2015, Being a By-law to govern the proceedings of Council and Committees, and to prescribe the forms and manner and times for the provision of notice.

WHEREAS Section 238 of the Municipal Act, 2001, S. O. 2001, Chapter 25, provides that every municipality shall pass a procedural by- law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Township of Blandford-Blenheim enacted Procedural By-law No. 1916-2015 on July 8, 2015, governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Township of Blandford-Blenheim is desirous of amending Procedural By-law No. 1916-2015.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACTS AS FOLLOWS:

Add:

Article 5a - Electronic Meetings during a Declared Emergency

5a.1 Under this section an electronic meeting is defined as any regular or special meeting of Council that utilizes remote electronic access for the Members during any period of time during which an emergency has been declared, either by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

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recorded by the Clerk as if they were attending the meeting in person. The Clerk may conduct a roll call vote whereby each Member's name is called and each Member responds verbally with their vote.

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5a.6 Notwithstanding the foregoing, all sections of the Procedural By-law shall continue to apply to an electronic meeting held pursuant to this section

By-law **READ** a **FIRST** and **SECOND** time this 15th day of April, 2020.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 15th day of April, 2020

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk