

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

SPECIAL MEETING

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APRIL 15, 2020

**PRESENT: MAYOR:** Leslie GAMBLE  
**COUNCILLORS:** Kevin BURKE, Patricia HNATUIK, Glenda MASSICOTTE, Cheryl PHILLIPS,  
Dale RIVERS, Susan SONNENBURG  
**CLERK-ADMINISTRATOR:** Kim SLOSS

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Motion No: 2020-88  
Moved By: P. HNATUIK  
Seconded By: G. MASSICOTTE  
WHEREAS there is a quorum of Council present and the time is 6:00 p.m.;  
BE IT RESOLVED THAT this special meeting be open for business.  
**CARRIED**

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Bylaw 2020-12; 1<sup>st</sup>/2<sup>nd</sup> Reading Amend Proc. Bylaw

Motion No. 2020-89  
Moved By: D. RIVERS  
Seconded By: S. SONNENBURG  
BE IT RESOLVED THAT Bylaw 2020-12, being a bylaw to amend the Procedural Bylaw, be read a first and second time.  
**CARRIED**

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Bylaw 2020-12,3<sup>rd</sup>/final Reading Amend Proc. Bylaw

Motion No. 2020-90  
Moved By: S. SONNENBURG  
Seconded By: G. MASSICOTTE  
BE IT RESOLVED THAT Bylaw 2020-12, being a bylaw to amend the Procedural Bylaw, be read a third and final time and passed in open council.  
**CARRIED**

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Motion No. 2020-91  
Moved By: D. BURKE  
Seconded By: P. HNATUIK  
BE IT RESOLVED THAT this meeting be adjourned until the next regular meeting or call of the Chair.  
**CARRIED**

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MAYOR – L. GAMBLE

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CLERK-ADMINISTRATOR – K. SLOSS

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2020 -12

Being a Bylaw to Amend the Procedural Bylaw

WHEREAS Section 238 of the Municipal Act, R.S.O., 2001, as amended provides that every municipality shall pass a procedural bylaw for governing the calling, place and proceedings of meetings;

AND WHEREAS Bylaw 2015-23 has been enacted to provide a procedural bylaw for the Township of Sables-Spanish Rivers;

AND WHEREAS Section 238 of the Municipal Act, R.S.O., 2001 has been amended as a result of Covid-19 virus pandemic, to provide for electronic participation in emergencies;

AND WHEREAS Council deem it expedient to amend the Procedural Bylaw;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. That Section 6 – Council Meetings is hereby amended by adding the following subsection:

6.9 As enacted by Bill 187, *Municipal Emergency Act, 2020*, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

6.9.1 A Member can participate electronically in a public meeting and may be counted in determining whether or not a quorum of members is present at any point in time;

6.9.2 A Member can participate electronically in a meeting that is closed to the public;

6.9.3 Where the municipal council chambers building is not open to the public for health and safety purposes, the meeting shall be audio-recorded and available on the Township website;

6.9.4 The attached PROTOCOLS FOR MEETING ETIQUETTE – TELECONFERENCE CALL, shall be followed for purposes of this section and shall form part of this bylaw as Schedule 'A'.

2. This Bylaw hereby amends Bylaw 2015-23 and shall come into effect upon third and final reading.

READ A FIRST AND SECOND TIME THIS 15th DAY OF April, 2020.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 15th DAY  
OF April, 2020.

  
MAYOR – L. GAMBLE

  
CLERK – K. SLOSS

## Schedule 'A' – Bylaw 2020 -12

### PROTOCOLS FOR MEETING ETIQUETTE – TELECONFERENCE CALL

In circumstances such as the Covid-19 pandemic, where an emergency has been declared and it is not possible to have members in personal attendance, a teleconference call will be utilized to conduct a Council meeting.

Staff will be present in the Council chambers and shall audio-record the public meeting taking place. This shall be uploaded onto our YouTube account and linked to the municipal website the next day.

Prior to the meeting the public will be advised that as the municipal building is not open to the public for safety purposes, the method for which the meeting is to take place will be by teleconference with audio-recording available for the public.

For any member of the public who wish to be on the agenda as a delegation, they shall provide the Clerk with a written request and detailed background information on what they wish to bring before Council. The delegate's submission will be read out loud during the meeting, for further discussion by the members.

- All members shall call in using telephone number and passcode provided.
- At the commencement of the meeting, roll call shall be made by the presiding officer for which members shall indicate 'HERE' or 'PRESENT'.
- In lieu of having motions signed, the presiding officer shall ask for a mover and seconder and shall continue to read the motion aloud.
- For voting on motions, each member shall speak their name and indicate 'in favour' or 'opposed'. In the event that a recorded vote is requested, the member requesting the vote shall state "recorded vote please" and verbalize their vote accordingly.
- At the end of the voting the presiding officer will indicate if the motion is carried or defeated.
- Each time a member speaks, they shall first state their name and then commence with discussion. In the event of members wanting to speak concurrently, the presiding officer will moderate.
- Amendments to the Municipal Act in 2020 provide for members to participate electronically in a closed session meeting. The Clerk shall be obligated to remind the members that they should be by themselves with no one else in the room or listening to their call. It is incumbent upon the member to acknowledge their responsibility of confidentiality and the Council Code of Conduct.

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- At the time that the meeting goes into closed session, the Clerk shall make this statement, and the audio-recording will be turned off. Once the closed session is adjourned and the open session resumes, audio-recording will resume.
  - Intermittently throughout the meeting, the Clerk shall call for members to ensure that there is still a quorum present.
  - If the teleconferencing technology fails during the meeting for any member, that member shall attempt to call back in to the meeting. If this fails, the meeting will continue with a notation made in the meeting minutes, as long as a quorum of members is still present.
  - The Clerk shall record all movers, seconders, motions and their decisions, and shall compose the official meeting minutes using this record.
  - Documents requiring original signatures will be held by the Clerk and signed by the presiding officer at the first opportunity.