

**Schedule "B"**  
**to the Council Procedure By-law**

**Electronic Participation**

**PART 1 - DEFINITIONS**

1. In this Schedule "B":

"**Member**" means a member of Council, a Standing Committee, an Advisory Committee an Ad Hoc Committee or a Subcommittee; and

"**Meeting**" means a meeting of Council, a Standing Committee, an Advisory Committee, an Ad Hoc Committee or a Subcommittee.

**PART 2 - ELECTRONIC MEETINGS**

2. A Meeting may be conducted electronically at the discretion of the Clerk.

**PART 3 - ELECTRONIC PARTICIPATION**

3. A Member is permitted to participate in a Meeting electronically that is open or closed to the public.

4. Where a Member participates in a Meeting electronically:

(1) the Member shall be counted in determining whether or not Quorum of Members is present at any point in time; and

(2) the Member:

(a) is permitted to vote in accordance with this by-law;

(b) may provide the Clerk with a Notice of Motion electronically;

(c) is permitted to speak on an item of business or Motion in accordance with this by-law;

(d) is permitted to present a By-law in accordance with this by-law; and

(e) is subject to the rules and order provisions of this by-law and may be asked to leave a Meeting and will no longer be permitted to participate electronically.

**PART 4 - DISCRETIONARY POWERS OF THE CLERK**

5. During a Meeting where Members are participating electronically, the Clerk shall have the authority to do the following in order for the Meeting to be conducted as effectively and efficiently as possible:

(1) waive compliance with any of the provisions of this by-law; or

(2) create new procedures.

6. For greater clarity, the Clerk shall only make decisions according to Section 5 of this Schedule "B" that maintain and uphold any and all administrative law principles of procedural fairness including (but not limited to) impartiality, the right to be heard and the duty of fairness.

**PART 5 - FORCE AND EFFECT**

7. This Schedule "B" and any provisions in this by-law related to electronic participation in a Meeting shall be in force and effect until 12:01 a.m. on July 1, 2022.