

**AMENDMENT NO. A-2
TO
BY-LAW NO. 16-03
A PROCEDURAL BY-LAW FOR THE ORGANIZATION AND OPERATION OF
THE COUNCIL OF THE TOWN OF SAINT ANDREWS**

BE IT ENACTED by the Council of the Town of Saint Andrews that By-law No. 16-03, a By-law respecting the Organization and Operation of the Council of the Town of Saint Andrews, is hereby amended as follows:

1. By adding after Section 12.1 the following:

12.2 Electronic meetings

- A) It is permitted to use electronic means of communication in a council meeting or a committee of council meeting if it allows members of council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the members.
- B) Only a member of council who, at the time of the meeting, is outside of the Town of Saint Andrews or is physically unable to attend the meeting may participate in the manner referred to in subsection (A) or by recommendations by Public Health Officers.
- C) Except for reasons of disability, a member of council shall not participate in the manner referred to in subsection (A) at more than 25% of the regular council meetings held in a one-year period or at more than four special council meetings held in a one-year period, unless under extraordinary circumstances.
- D) A member of council who intends to participate in a meeting in the manner referred to in subsection (A) shall provide sufficient notice to the clerk to ensure that the relevant materials may be sent to the member and to ensure that the appropriate electronic means of communication are available and, if the meeting is open to the public, that public notice referred to in subsection G) is given.
- E) A member of council who participates in a meeting closed to the public in the manner referred to in subsection (A) shall, at the beginning of the meeting, confirm that he or she is alone.
- F) A member of council who participates in a meeting in the manner referred to in subsection (A) shall be deemed to be present at the meeting. Quorum is recorded based on attendance of a minimum 4 councilors.

- G) If a council meeting or a committee of council meeting is open to the public, use of an electronic means of communication is _ permitted only if a notice of the meeting is given to the public that includes the following information:
- (i) a statement that an electronic means of communication will be used at the meeting; and
 - (ii) the location where the public may see or hear the meeting.
- H) Notice to the public shall be in accordance with the provisions of section 70 of the *Local Governance Act*.

Read First Time: on the 30th day of March, 2020

Read Second Time: on the 30th day of March, 2020

Read Third Time and Enacted: on the 6th day of April, 2020

Mayor Doug Naish

Paul Nopper Clerk – Senior Administrator