



The Corporation of the Town of Fort Erie By-law 117-2024

Being a By-law to Amend Council Rules of Procedure By-law 36-2016, as Amended (Council Meeting Schedule)

Whereas subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, (the *Act*) provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings; and

Whereas Council Rules of Procedure By-law 36-2016 was passed by the Municipal Council of the Town of Fort Erie on March 29, 2016, and provides for the calling, place and proceedings of meetings of Council and Council-in-Committee; and

Whereas Report LLS-05-2024 was considered and approved at the Council-in-Committee Meeting held on November 4, 2024, authorizing amendments to Rules of Procedure By-law 36-2016, as amended, with respect to the scheduling of meetings; and

Whereas it is deemed desirable to further amend By-law 36-2016 to establish a new meeting schedule;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** By-law 36-2016 be amended by repealing subsection 4.4 and replacing it with the following:

“4.4 Schedule

- a) The Clerk shall prepare a meeting schedule for Regular Council and Council-in-Committee meetings for the following year, to be completed prior to the end of the current calendar year. Where possible, the meeting schedule will:
 - i. include one (1) Council-in-Committee meeting and one (1) Regular Council meeting each month.
 - ii. ensure at least one (1) week is provided between all Regular Council and Council-in-Committee meetings.
 - iii. ensure no meetings are held on the week of March Break or the Association of Municipalities of Ontario (AMO) Conference.
- b) Nothing in this section shall prevent Council from changing the date of any Council meeting, if such change is made by resolution duly passed at a Council meeting preceding the meeting which is to be changed.”

2. **That** By-law 36-2016 be amended by adding the following subsection:

4.9 Electronic Participation

- a) All members of Council, of a local board, or of a committee of either of them as defined in the *Municipal Act, 2001*, as amended, or replaced, may participate electronically in an open meeting when and as permitted by the *Municipal Act, 2001*, as amended or replaced, or any other provincial statute.

b) Members of Council, of a local board, or of a committee of either of them as defined in the *Municipal Act, 2001*, as amended, or replaced, may participate electronically in an open meeting if they:

- i. are ill,
- ii. have a disability which makes it difficult to attend in person,
- iii. need to care for a sick family member,
- iv. due to inclement weather, or
- v. are required to work out of Town,

subject to advance notice being provided to the Clerk of the need to attend electronically, and the reason.

- c) Members of Council, or of a local board, or of a committee of either of them as defined in the *Municipal Act, 2001*, as amended, or replaced, participating electronically, shall be counted in determining whether or not a quorum of members is present at any point in time, and shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.
- d) Delegations registered to present to Council are permitted to participate electronically in meetings upon providing notice to the Clerk by noon on the Friday prior to the meeting. All other rules pertaining to delegations in Section 9 of this by-law shall be adhered to.
- e) Members of Town Staff may participate electronically in an open meeting, in the discretion of the Chief Administrative Officer.
- f) Statutory Public Meetings under the *Planning Act*, as amended, or replaced, and any other Public Meetings legislated by statute, shall be held as hybrid meetings permitting both in person and electronic participation by the public.
- g) For greater clarity, meetings that are not open to the public may not be held electronically except where an emergency has been declared by the Head of Council

3. **That** Council Rules of Procedure By-law 36-2016, as amended, is further amended by repealing subsection 18.1 b) and 18.4.

4. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 18th day of November 2024.

Mayor

Clerk