

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2022-24**

**BEING A BY-LAW TO AMEND SCHEDULE A OF BY-LAW 2017-76 TO ALLOW FOR  
ELECTRONIC PARTICIPATION BY COUNCIL MEMBERS AT COUNCIL MEETINGS**

**WHEREAS** Council of the Township of South Frontenac deems it wise and expedient to allow for electronic participation in Council meetings;

**AND WHEREAS** Section 238 of the Municipal Act, 2001 (3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law and (3.3) (a) a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and (b) a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public.

**NOW THEREFORE BE IT RESOLVED THAT** Sections 1, 2 (d) and (e) 4 (a) of Schedule A of By-law 2017-76 be amended to permanently include the electronic participation of Council members for the purposes of being counted towards having quorum.

That By-law 2020-18 is hereby repealed.

This By-law shall come into force and take effect on the date of its passing.

Read and first and second time this 15 day of March, 2022.

Read a third time and finally sealed this 15 day of March, 2022.

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH FRONTENAC**

  
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**Ron Vandewal, Mayor**

  
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**Angela Maddocks, Clerk**

**BY-LAW 2022-24**  
**Amendment to Schedule A of By-law 2017-76**

**1 - DEFINITIONS**

- v) **ELECTRONIC PARTICIPATION** - shall mean the participation in a meeting by means of telephone conferencing, or use of "Skype" "Zoom", "Microsoft Teams", "Webex" along with the use of iPads and the CivicWeb portal.

**2 - MEETINGS**

- a) **MEETING LOCATION** - All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated as permitted under Section 238 of the Municipal Act, allowing for electronic participation by Council members and staff.
- e) **CONVENING MEETINGS** - Unless otherwise stipulated, Council shall meet at 7:00 p. m. on the first and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month. The Clerk will notify members of the public through the events calendar on the township website and through the CivicWeb Portal if there is a change in the date or time of any Committee of the Whole or Council meeting.

**4 – QUORUM AND PRESIDING OFFICER**

- a) **REGULAR MEETINGS** - As soon as there is a quorum, either in person or via electronic participation after the hour fixed for the meeting, the Presiding Officer will assume the role as Chair and call the members to order. The Clerk will then take note of attendance by way of a roll call.
- b) **TIME LIMIT** - The time limit for a quorum is 30 minutes after the time appointed for the meeting. If no quorum is present after 30 minutes, the Council or Committee will stand adjourned until the next regular day of meeting or until a special meeting is called. The special meeting will deal with the matters intended to be addressed at the adjourned meeting. The Clerk will record the names of the members present at the expiration of the time limit and append this record to the next agenda.

Electronic participation will be permitted and counted as attendance by members of Council at Council and Committee meetings in order to participate as per the Municipal Act, Section 238, subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

**6 – MOTIONS**

- d) **VOTING** – When electronic participation in a Council meeting is permitted, the Chair shall ask for votes against the proposed resolution/motion, if there is a vote against by way of a verbal "no", then a recorded vote shall be conducted on the said motion/resolution so that the Clerk can accurately document the way in which each Councillor votes on each matter and registered attendees joining virtually are aware of the way in which a member has cast their vote.