

**BY-LAW NUMBER 205-2023**  
**OF**  
**THE CORPORATION OF THE CITY OF BRANTFORD**

*Being a By-law to amend Chapter 15 of the Municipal Code (Procedure)*

WHEREAS section 270(1)(5) of the *Municipal Act, 2001* requires that municipalities adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public; and

WHEREAS Chapter 15 of the Municipal Code governs the City's procedural matters;

WHEREAS, at its meeting held on December 19, 2023, City Council adopted the recommendations set out in item 12.3.4 of Committee of the Whole – Planning and Administration Report No. 2023-12-12 to amend Chapter 15 (Procedure) of the City of Brantford Municipal Code;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BRANTFORD HEREBY ENACTS AS FOLLOWS:

1. Chapter 15 of the City of Brantford Municipal Code Index, Article 1, INTERPRETATION, is hereby amended by adding “15.1.8 Electronic Meeting – defined” and renumbering the following sections accordingly;
2. Chapter 15 of the City of Brantford Municipal Code Article 1, definition – “Meeting” is hereby amended to read as follows:

“Meeting” means any regular, special or other meeting of the Council, of a local board or of its committees held in person or electronically when quorum is present.
3. Section 15.5.1 (g) of Chapter 15 of the City of Brantford Municipal Code Article 5, ORDER OF BUSINESS is hereby amended to read as follows:

(g) Recognition of Achievements (at Meetings of Council or Committees of the Whole only in accordance with Corporate-007 Policy – Recognition Awards by Mayor and Members of Council)
4. Section 15.7.6 – Speaking Order - of Chapter 15 of the City of Brantford Municipal Code Article 7, CONDUCT OF MEETING be repealed and all sections following be renumbered accordingly.

5. Chapter 15 of the City of Brantford Municipal Code is hereby amended by adding Article 18 “Electronic Participation at Meetings” as follows:

## ARTICLE 18

### Electronic Participation in Meetings

#### 15.18.1 Purpose

This Article is enacted for the purpose of defining general provisions for participating in meetings of Council and its Committees electronically. This article shall be observed at all meetings of Council and its Committees and shall serve as the standard for electronic participation.

#### 15.18.2 Participation

Members may participate in all open or closed session Council or Committee Meetings electronically and will be counted towards quorum.

#### 15.18.3 Video Cameras

Members shall be required to have their video cameras on for the duration of the meeting in order to count towards quorum.

#### 15.18.4 Chair – Attend Meeting Location in Person

The Chair of a meeting shall attend the designated meeting place in person to fulfil the duties as chair unless an emergency or extenuating circumstance has occurred. If the Chair will be attending virtually, they may request an in-person member chair the meeting.

#### 15.18.5 Virtual Backgrounds

Virtual backgrounds shall be in compliance with the Procedural By-law and all City Policies. The Chair may request a virtual background be removed if they feel it is not in compliance. Virtual backgrounds shall not be allowed during closed session meetings.

#### 15.18.6 Delegations

Registered delegates and participants of statutory public hearings are permitted to attend and participate electronically.

#### 15.18.7 Recognition of Speakers

Members physically present shall be recognized by the Chair first for speaking opportunities followed by virtual participants.

15.18.8 Confidentiality Oath

All members participating in closed session meetings shall complete a confidentiality oath, as approved by the City Solicitor. Any member who does not complete the oath will be removed from the meeting.

15.18.9 Live Broadcasting/Recording

Council, Committees of the Whole and Standing Committees shall be live-streamed and recorded utilizing a system satisfactory to the City Clerk and Director of IT with the exception of:

- i. Quasi-judicial matters; and
- ii. Meetings that contain only closed session matters; and
- iii. Brantford Airport Board

Task Forces and Advisory Committees shall be recorded.

All recordings shall be maintained and made available to the public on the City of Brantford's website.

6. This By-law shall come into full force and effect upon the date of passing hereof.

READ A FIRST TIME: DECEMBER 19, 2023

READ A SECOND TIME: DECEMBER 19, 2023

PASSED: DECEMBER 19, 2023

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**MAYOR**

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**CLERK**