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SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Bylaw No. 136

A bylaw to establish the procedures for the authorization of electronic meetings of the board.

THE TRUSTEES of the **Salt Spring Island Fire Protection District** ENACT AS FOLLOWS

Definitions

1. In this bylaw,

"*Chair*" means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires.

"*Administrator*" means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the Local Government Act.

"*Board*" means the trustees holding office as provided under Section 736 of the Local Government Act including the trustee elected as *chair*.

"*Special Meeting*" means a meeting of the Board which is not a regularly scheduled meeting, an Annual General Meeting or a Special General Meeting. Such a meeting is held on short notice to deal with urgent matters which are specifically listed in the circulated agenda.

Electronic meetings authorization

2. If the requirements in section 3 are met,
 - a. A Special Meeting of the Board may be conducted by means of electronic or other communications facilities, or
 - b. A member of the Board who is unable to attend at a meeting of the Board may participate in the meeting by means of electronic or other communications facilities.
3. The following apply in relation to a meeting of the Board referred to in section 2:
 - a. The meeting must be conducted in accordance with the applicable meeting procedure bylaw and Electronic Meetings policy approved by the Board;

- b. The facilities must enable the meeting's participants to hear, watch and hear, each other;
 - c. For a Special Meeting referred to in section 2 (a),
 - i. The public notice must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and
 - ii. Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and the Administrator or other employee designated by the Board must attend the specified place.
4. For a meeting referred to in section 2 (b), except for any part of the meeting closed to the public, the facilities must enable the public to hear, or watch and hear, the member participating by means of electronic or other communications facilities.
5. Trustees who use electronic communications facilities to participate in the meeting in accordance with this bylaw are deemed present at the meeting.

Citation

6. This bylaw may be cited as the "Electronic Meeting Bylaw 2019".

INTRODUCED and given first reading by the Trustees on the XX day of XXXX 2019

RECONSIDERED and finally passed by the Trustees on the XX day of XXXX 2019

Per Svendsen, Chair Board of Trustees

Andrew Peat, Corporate Administrator for the Trustees

I hereby certify under seal of the Salt Spring Island Fire Protection District that this is a true copy
of Bylaw No. 136

Andrew Peat, Corporate Administrator for the Trustees