

## DEEP BAY IMPROVEMENT DISTRICT

### BYLAW NO. 263

#### **A Bylaw to amend Bylaw No. 202, being the “Meeting Procedures Bylaw”**

The Trustees of the Deep Bay Improvement District ENACT AS FOLLOWS:

1. That the improvement district’s Bylaw No. 202 passed by the Trustees on the 18<sup>th</sup> day of June 2008, and registered by the Inspector of Municipalities on the 14<sup>th</sup> day of July 2008 is hereby amended by:

- i) Deleting Section 8 to Section 15, including the heading, and replacing it with the following:

#### **Electronic meetings and participation by members**

8. A trustee who is unable to attend at a Board or Committee meeting location may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities. Electronic access is not guaranteed and electronic participation in meetings may be restricted by the capacity or dependability of the equipment employed.
9. Unless there are technical, capacity or operational constraints preventing attendance, there is no limit to the number of trustees that may attend electronically at one time.
10. The member chairing a regular, special or annual general meeting must not participate electronically, unless held under Section 14. If the Chair opts to participate electronically, the trustees will elect a member from those physically present to act as chair.
11. A trustee participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.
12. Electronic participation by trustees must be recorded in the meeting minutes.
13. A trustee participating by audio means only must indicate their vote verbally
14. During extraordinary circumstances, including but not limited to natural disaster or pandemic, a Board or Committee meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities.

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- ii) Deleting Section 20 to Section 22, including the heading, and replacing it with the following:

#### **Meeting minutes**

20. With the exception of meetings or part of meetings that are closed to the public, whenever possible, all regular board meetings, special board meetings and the annual general meeting must be fully recorded by the corporate officer or a trustee using audio or audio and video, in addition to minutes being taken in written form.
21. Accurate minutes of all board and committee meetings closed to the public, regular board meetings, committee meetings, special board meetings and the annual general meeting must be transcribed from notes and/or recordings and legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of board members at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair of the meeting, or signed by the chair presiding at the following board meeting.
22. The minutes of all board meetings are available to the public except for those meetings or parts of meetings that are closed to the public, and they will be made available to the public within 2 business days of being certified.
23. The corporate officer must maintain the audio and/or video recordings and minutes of board meetings and keep them safe.
24. All audio or video recordings of board meetings, except for those meetings or parts of meetings that are closed to the public, will be made available to the public three business days following the meeting being recorded.
25. Where there is a DBID published recording, that version becomes the official recording.

- iii) Renumbering all sections accordingly

2. This Bylaw may be cited as the "Bylaw No. 263 - Meeting Procedures Amendments Bylaw, 2024".

INTRODUCED and given first reading by the Trustees on the 18<sup>th</sup> day of July 2024

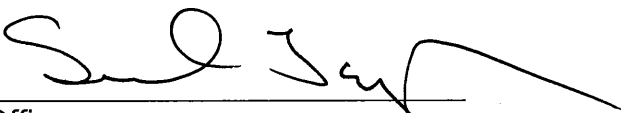
**DEEP BAY IMPROVEMENT DISTRICT**

**BYLAW NO. 263**


RECONSIDERED and finally passed by the Trustees on the 18<sup>th</sup> day of July 2024

  
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Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 263.

  
\_\_\_\_\_  
Officer

A true copy of Bylaw No.263  
registered in the office of the  
Inspector of Municipalities this  
\_27th\_day of \_August\_2024



Deputy Inspector of Municipalities