

Category: Corporate Services

Subject: Electronic Meeting Policy

Purpose

The Council Procedure Bylaw authorizes electronic meetings of Council or committees. The purpose of this policy is to provide guidance for electronic meetings and electronic participation at Council or committee meetings.

Scope

This policy applies to members of Council or committees who wish to participate by electronic means.

Application

Electronic meetings are meetings where all members of Council or committee participate electronically.

Electronic participation is a hybrid meeting where some members of Council or committee attend in-person and other members attend by electronic means.

Policy Statement

Council Meetings (Regular, Special, Closed)

1. Council members are expected to attend meetings in-person whenever possible.
2. In extenuating circumstances, a meeting of Council may be held electronically in accordance with the Council Procedure Bylaw. Such circumstances may include but are not limited to emergency, cost, minimal agenda items or time sensitivity.
3. Electronic meetings and participation should reflect in-person meetings and participation as closely as possible.
4. In extenuating circumstances, Council members may participate electronically in meetings. Such circumstances may include but are not limited to illness, injury or out of town travel.
5. Electronic participation by a Council member is permitted twice annually. Continued electronic participation beyond that will be decided by Council.

6. To determine quorum, Council members will have their cameras on (when possible/applicable) for the entire meeting.
7. Council members will stay muted unless they have been acknowledged by the Chair to speak.
8. When voting, Council members will say "in favour" or "opposed".
9. A Council member that declares a conflict of interest will be put in the electronic meeting 'waiting room' while the item is being discussed.
10. Anyone participating electronically in a meeting that is closed to the public must be able to maintain confidentiality.
11. If connectivity issues or interruptions to video/audio results in loss of quorum, the meeting will recess up to 30 minutes. If after 30 minutes there is no quorum, the provisions of the Council Procedure Bylaw apply and the meeting is adjourned until the next scheduled meeting.

Committee Meetings

1. A committee meeting may be held electronically in accordance with the Council Procedure Bylaw. Such circumstances may include but are not limited to emergency, cost, minimal agenda items or time sensitivity.
2. Electronic committee meetings and participation should reflect in-person committee meetings and participation as closely as possible.
3. Committee members may participate electronically in meetings. Such circumstances may include but are not limited to illness, injury or out of town travel.
4. There are no limits to the number of consecutive electronic committee meetings or number of times committee members participate electronically.
5. To determine quorum, committee members will have their cameras on (when possible/applicable) for the entire meeting.
6. Committee members will stay muted unless they have been acknowledged by the Chair to speak.
7. When voting, committee members will say "in favour" or "opposed".
8. A committee member that declares a conflict of interest will be put in the electronic meeting 'waiting room' while the item is being discussed.

- 9. Anyone participating electronically in a meeting that is closed to the public must be able to maintain confidentiality.
- 10. If connectivity issues or interruptions to video/audio results in loss of quorum, the meeting will recess up to 30 minutes. If after 30 minutes there is no quorum, the provisions of the Council Procedure Bylaw apply and the meeting is adjourned until the next scheduled meeting.

Approval History			
Previous revisions/replaces: n/a			
Approved by Council on:	October 19, 2021	Resolution No.:	348/2021

Certified Correct:

Angie Collison, Corporate Officer