



POLICY NO. XX
ELECTRONIC MEETINGS AND ATTENDANCE POLICY

1.0 PURPOSE

1.1 The purpose of the policy is to provide guidelines for conducting and attending electronic or hybrid Council and committee meetings.

2.0 STATEMENT

2.1 A Council or committee meeting may be conducted electronically or in a hybrid fashion (in-person and electronic) at the discretion of the Chair.

2.2 A Council or committee member may participate in a meeting through electronic means under the following circumstances:

- away on Council or personal business; or
- health; or
- weather.

2.3 A Council or committee member may only request to participate in a meeting through electronic means up to five (5) times in one calendar year.

3.0 REQUIREMENTS

3.1 The electronic means shall enable the public to see and hear and meeting as it is occurring.

3.2 The electronic means shall enable all meeting participants to see and hear each other.

3.3 The electronic means shall enable appropriate processes to ensure the security and confidentiality of proceedings, both for regular and in-camera meetings. This may mean using separate connections and log-ins for scheduled in-camera sessions.

3.4 All participants must have access to the necessary equipment for participation.

3.5 Whenever possible, participants shall connect to the internet via ethernet cable to ensure the best possible connection.

- 3.6** Participants are to log in ten (10) minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- 3.7** When a Council or committee member requests to participate in a meeting through electronic means, the Chair and CAO shall be notified at least four (4) hours prior to the scheduled start time.

4.0 PROCEDURE

- 4.1** Where a Council or committee meeting is to be conducted by electronic means notice shall be given to the public respecting the way in which the meeting is to be conducted at least two (2) days prior to the meeting by:
- publication in a newspaper circulating the municipality; or
 - posting on the municipality's publicly accessible internet site and in at least five (5) conspicuous places in the municipality.
- 4.2** Notwithstanding Article 4.1, if the Warden determines there is an emergency, a meeting may be conducted by electronic means without notice or with such notice as is possible in the circumstances.
- 4.3** All meeting participants must have a copy of the meeting package including the agenda prior to the electronic meeting.
- 4.4** All rules pertaining to in-person Council and committee meetings including those set out in Policy 52 – Council Meetings and Proceedings Policy, and those related to in-camera meetings and conflict of interest, apply equally to electronic meetings.
- 4.5** During in-camera sessions, all meeting participants shall maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- 4.6** Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- 4.7** Subject to any conditions or limitations provided for under the Municipal Government Act, regulations, bylaws or this policy, a Council or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.
- 4.8** The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- 4.9** The recorder shall record the public portion of the meeting for the purpose of minute taking or sharing for public viewing. Non-public meetings will not be

recorded.

- 4.10** In no circumstance are discussions in the “chat” function or electronic meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.
- 4.11** Participants will identify themselves before speaking in order to assist the recorder in recording the minutes.
- 4.12** Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.

5.0 MEETING DECORUM

- 5.1** Persons wishing to be audience members shall contact info@barringtonmunicipality.com to obtain a meeting ID.
- 5.2** Persons with names that violate community standards will not be admitted to the meeting (e.g. offensive language).
- 5.3** Anyone disrupting the meeting and not following the direction of the Chair will be removed and not permitted back in for the duration of the meeting.
- 5.4** Audience members must keep cameras and microphones off unless registered to speak for a public hearing or presentation agenda item. Registered speakers shall only turn on their camera and microphone when invited to speak by the Chair.
- 5.5** Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other participants or voicing support for motions on the floor. Council members meet and have authority only as a collective with due order.
- 5.6** All participants must have camera activated for duration of meeting.
- 5.7** All participants must be appropriately dressed.
- 5.8** All participants to remain stationary and have laptop positioned at desk height.
- 5.9** All participants encouraged not to eat during meeting.