



PURPOSE AND DEFINITION

1. This policy is entitled the “Council Videoconferencing Policy”.
2. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in
 - (1) the Municipal Government Act; and
3. In this Policy, unless the context otherwise requires,
 - (1) “Council” means the Council of the Municipality of the District of Shelburne;
 - (2) “Council member(s)” include(s) the Warden; and
 - (3) “meeting” means a regular or special meeting of Council.

PUBLIC NOTICE

4. A council meeting or council committee meeting may be conducted by videoconference if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
5. The notice to the public referred to in section 4 must be given by:
 - (1) publication in a newspaper circulating in the municipality;
 - (2) posting on the Municipality of the District of Shelburne’s publicly accessible Internet site and in at least five conspicuous places in the municipality; or
 - (3) such other method permitted by regulation.
6. Notwithstanding section 5, where the warden determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.

ALL COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE

7. The Clerk or designate may require all Council members to appear at a meeting by videoconference if each Council member and the Municipality have videoconferencing equipment available that will:
 - (1) enable the public to see and hear each Council member participate in the meeting by videoconference;
 - (2) enable each Council member to see and hear every other Council member participate in the meeting by videoconference.

ONE OR MORE COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE

8. Except as provided in section 7, Council members must attend Council meetings in person or, if approved by the Clerk or designate pursuant to section 9, one or more Council members may appear at a meeting by videoconference.
9. Subject to the other provisions of this Policy, the Clerk shall grant permission to a Council member to participate in a meeting, or part of a meeting, by videoconference if:
 - (1) prior to the meeting, the Council member provides written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;
 - (2) Councilors will make every effort to attend meetings in person. A member of Council may attend and participate in an in-person meeting of Council by electronic means provided that one of the following criteria is met and the member is not on extended vacation or unexcused leave of absence:
 - (a) the member of Council is away due to work or family commitments; or
 - (b) there is inclement weather and business cannot be postponed; or,
 - (c) the member is not able to attend in person for health reasons but is able to attend by electronic means.
 - (3) the Council member has videoconferencing equipment available that will:
 - (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
 - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.
 - (4) the Municipality has videoconferencing equipment available that will:
 - (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
 - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
 - (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.
10. Any Council member participating by videoconference in a meeting shall be deemed to be:
 - (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
 - (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.
11. The Clerk or designate shall not grant permission to a Council member to participate by videoconference in any of the following:
 - (1) any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
 - (2) a vote held by secret ballot.

PROCEDURES

12. All rules pertaining to in-person Council and committee meetings, and those related to in-camera meetings, conflict of interest, apply equally to virtually attended meetings.
13. 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.
14. Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
15. Subject to any conditions, or limitations provided for under the Municipal Government Act, regulations, by-laws 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.
16. The Chair will ensure declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
17. In no circumstance are discussions in the ‘chat’ function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.
18. Those participating in a virtual 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.

MEETING DECORUM

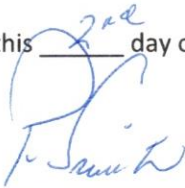
19. Persons wishing to be audience members shall contact the office to obtain a link. Contact information will be listed on the Municipal website.
20. Anyone disrupting the meeting and not following the direction of the Chair will be removed and not permitted back in for the duration of the meeting.
21. 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.
22. 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/non-support for motions on the floor. Council members meet and have authority only as a collective with due order.

TECHNOLOGICAL PROBLEMS - FAILURE TO CONNECT OR DISCONNECTION

23. If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.
24. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.
25. This Policy applies to committees established by Council, with such changes as the context requires.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the Council Videoconferencing Policy on the 13th day of April 2022.

SIGNED this 2nd day of May, 2023,



WARDEN PENNY SMITH



CHIEF ADMINISTRATIVE OFFICER WARREN MACLEOD

Approved by Council: April 13, 2022
Effective Date: April 13, 2022
Amended Date: April 26, 2023