



## Remote Meeting Attendance Policy

Policy Number: RMA - 1	Resolution Number: 2021-39
Date Approved: March 2, 2021	Revised: Feb. 28, 2023

### Objective:

To allow members of Council to attend any meeting by remote means when the Councillor is unable to attend the meeting physically.

### Scope:

This policy applies to all Councillors and all meetings of Council.

### Definitions:

- a) **Councillor** means any member of Council, including the Mayor and Deputy Mayor.
- b) **Remote** means Zoom, FaceTime, Skype, Microsoft Team, speaker phone or other virtual/electronic means of communication.
- c) **Meetings** means any meeting of Council, including Committee Meetings, Privileged Meetings, Special Meetings and Regular Meetings of Council.
- d) **Written notice** means a handwritten memo, computer generated memo or notice by email.
- e) **Technical difficulties** means disruption to the remote means of communication.
- f) **Chair** means the Mayor or his/her designate presiding the meeting.

### POLICY:

1. Remote meeting attendance shall only occur when in-person attendance is either impossible or impractical.
2. A Councillor may attend meetings by remote means if the Councillor is prevented from physically attending a meeting because of personal illness or disability, employment commitments, a family or other emergency or the Councillor is away from the meeting place at the time that the meeting is taking place.
3. A Councillor attending a meeting by remote means shall advise the Chair and Council if they leave or return to the meeting and the meeting minutes shall note the applicable time(s).
4. A Councillor attending a meeting by remote means shall be permitted to fully participate in the meeting as they would if they were physically present at the meeting.
5. The Councillor using remote means shall be subject to the governing Rules of Procedure for meetings for the Town of Victoria.
6. Written notice that a Councillor intends to attend a meeting remotely shall be provided to the Town Clerk/Manager as soon as possible prior to the meeting and should clearly state the reason as to why the Councillor intends on attending the meeting remotely and by what electronic means the Councillor intends on using to attend the meeting remotely.
7. When a member of Council attends any portion of a meeting remotely as permitted in this policy they shall be considered as being in attendance at the meeting.



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- 8. Notwithstanding extenuating circumstances (i.e., COVID-19 Pandemic) the Chair cannot attend a meeting of Council remotely.
- 9. The minutes of a meeting where there is a member of Council attending remotely shall reflect that the Councillor attended the meeting by remote means.
- 10. No Member of Council may attend any portion of a meeting remotely unless a quorum of the Council is physically present at the meeting.
- 11. There shall be only two (2) Councillors attending remotely per meeting. If there are more than two requests by separate Councillors to attend a meeting remotely, priority shall be given to the first two (2) requests.
- 12. A Councillor may **not attend less than 50%** of Regular meetings or Committee meetings of Council **in person** in one calendar year starting January 1<sup>st</sup> and ending December 31<sup>st</sup>.
- 13. Should technical difficulties occur during an ongoing meeting, the meeting can resume with those present provided that a quorum is met. Either: two (2) attempts to re-establish a connection or ten (10) minutes of attempting to establish reconnection (whichever occurs first) shall be used to secure a connection with the remotely attending councillor/s.
- 13.b If the technical difficulty happens after a meeting has commenced and is unable to be resolved, the councillor will be deemed present at the meeting but the minutes will reflect the time that the councillor had left the meeting.
- 13.c If no connection can be established at the beginning of a meeting and is unable to be resolved within 10- minutes from the beginning of a meeting, the Councillor will be deemed absent from the meeting.
- 14. In the event of extenuating circumstances (i.e., COVID-19 Pandemic), all members of Council shall be permitted to remotely attend all meetings held by the Council until such time as it is deemed safe to return to regular meetings.
- 15. In the event of circumstances beyond the Council's control, such as but not limited to, a Pandemic that affects the safety and general operations of the Council and the town, all meetings of Council, including committee meetings, shall be carried out in compliance with all special measurer's orders administered by the governing authority, i.e.: Federal/Provincial.

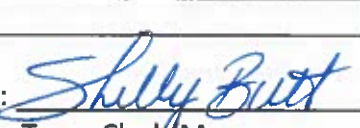
### Reservations or Rights:

The Town of Victoria reserves the right to change, modify or cancel this policy at any time as it deems necessary.

### REVISION HISTORY:

Revision:	Resolution:	Change Made:	Date:
#1	<b>Motion 2023-40</b>	Item #12 - Number of times can attend a meeting remotely per year	February 28, 2023

Signature:   
Mayor

Signature:   
Town Clerk/Manager

Date: Feb 28/2023

Date: Feb 28, 2023

\*This policy rescinds any previous policies pertaining to this subject matter.



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### Meetings

24. (1) The mayor or 2 councillors shall request that the town clerk call and there shall be held, at least once a month, a meeting of the town council to which the public shall be admitted.

(2) A meeting called and held under subsection (1) shall be for the dispatch of general business.

(2.1) A town council may allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceedings and to be heard.

(2.2) A councillor participating in a meeting by electronic means is considered to be in attendance at the meeting.

(2.3) Subsections (2.1) and (2.2) also apply to meetings held under sections 23 and 213.

(3) A town council shall adopt rules of procedure for its meetings.

(4) The minister may provide a model set of rules of procedure that town councils may adopt or vary.

### First meeting

23. (1) The first meeting of a town council following a general or special general election shall be called by the town clerk or the returning officer within 14 days of the election.

(2) Notwithstanding subsection (1), where an order made under section 3 contains a provision respecting the date on which a town council shall take office, the first meeting of the council shall be called by the town clerk or the returning officer within 14 days of that date.

### Privileged meetings

213. (1) A meeting of a council shall be open to the public unless it is held as a privileged meeting or declared by vote of the councillors present at the meeting to be a privileged meeting.

(2) Where a meeting is held as a privileged meeting or declared to be a privileged meeting, all members of the public present at the meeting shall leave.

(3) A decision of the councillors made at a privileged meeting shall not be valid until that decision has been ratified by a vote of the councillors at a public meeting.

