



ELECTRONIC MEETINGS		
ORIGIN:	CORPORATE SERVICES	AMENDED:
DATE OF ISSUE:	OCTOBER 25, 2021	ADOPTED: October 25, 2021

PURPOSE

Electronic meetings provide increased transparency, openness, accountability, and consistency during decision making process. Hybrid Council meetings combine participants in the Council Chambers and remote participants through electronic means.

POLICY

All Participants

1. Meeting participants shall use their best efforts to connect to the meeting via online video or telephone no later than 10 minutes prior to the commencement of the meeting.
2. Participants shall ensure the background display is neutral and does not show any:
 - a. political messages
 - b. support for a particular cause
 - c. profane graphics or words
 - d. offensive logos or messaging that could be construed to violate any legislation or laws
3. When participating via video or telephone conference, all microphones should be muted until invited to speak by the Chair.

Council/Committee Members

4. At least 24 hours prior to the meeting those members intending to participate electronically must notify the Corporate Officer.
5. The Chair of the meeting will do a roll call verbally at the start of each meeting.
6. When participating via video, all members must have their videos turned on.
7. A member must announce if they wish to leave the meeting for any purpose and their departure and rejoining the meeting shall be recorded in the minutes.
8. If a member is no longer visible or turns off their video at any time during the meeting, they will be considered absent from the meeting potentially resulting in a loss of quorum.
9. Any member participating via video conference should indicate they wish to speak by raising their hand virtual and keeping it raised until the chair acknowledges their request.
10. When participating in a closed meeting via telephone or electronic means, participants shall not use speakerphones and ensure that they are in a secure private location.

Staff

11. Staff will be invited as a participant to the electronic meeting only if they have a report on the agenda, with the exception of at Chief Administrative Officer, Corporate Officer, or Deputy Corporate Officer one of which shall be in attendance at every meeting.
12. When invited by the Chair to speak, staff shall turn their webcam on and when finished to turn their webcam off.

Voting

13. All votes shall be recorded by a show of hands (either virtually or physically) in video enabled meetings or a combination thereof. The Chair will verbally announce members opposed to a motion if carried and members in favour if defeated.
14. A member, after declaring a conflict of interest pursuant to the *Community Charter*, will either leave the room or be placed in a virtual waiting room and not participate in any way regarding the matter in question. Once the discussion and vote has taken place, the Corporate Officer will notify the member to return to the room.

Public Participation and Delegations

15. Individuals and Delegations wishing to address or present to Council or Committee shall be invited as a member of the public and will be provided meeting participation details from Corporate Services. Only participants who are registered to speak will be admitted into the meeting.
16. The following rules apply to public participation and delegations:
 - Participants are to call or enter the virtual meeting 10 minutes prior to the start of the meeting
 - Participants need to ensure they are muted, and videos turned off until invited to speak
 - Individuals are asked to provide their name and their street of residence
 - No political messages, outburst or criticisms aimed at individuals or groups are permitted
 - Only address Council when invited by the Chair.
17. Any persons that do not adhere to meeting protocols within this policy will be expelled from the meeting without warning.

Technical Difficulties

18. In the event of a connection/service interruption with a member of Council, the meeting shall proceed provided there is quorum. Staff will make reasonable efforts to attempt to assist the member in rejoining the meeting.
19. All meetings shall be recorded, streamed live, and made available through the City of Colwood website.
20. The Corporate Officer will be responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting and ensure that all legislative and procedural requirements are met.