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# Council Policy

## Electronic Council Meetings

ESTABLISHED: October 4, 2021

Contact Department: Office of the City Clerk

### Guiding Principle

Electronic meetings and electronic participation in meetings offer flexibility and accessibility for Council, committees, and the public to engage in City business when in-person access is not possible. Electronic meetings and participation should reflect in-person meetings as closely as possible to maintain openness, transparency, and accountability.

Council Procedure Bylaw No. 9200, as amended or replaced from time to time, establishes circumstances and procedures for electronic meetings and electronic participation. This policy provides additional guidance on electronic meetings and participation for members of Council, committees, and the public.

### Purpose

To establish guidance for electronic Council and committee meetings and public hearings, and for electronic participation in Council and committee meetings and public hearings.

### Application

Electronic meeting: Meeting where all members of Council or a committee participate electronically.

Electronic participation: Remote attendance by an individual member or members of Council, a committee, or the public, when authorized, in a meeting that is otherwise conducted in-person.

This policy applies to Council and committee members participating electronically in a Council or committee meeting. It also applies to members of the public participating electronically when authorized by Council Procedure Bylaw No. 9200.

### Policy Statements

1. Council and committee members are expected to attend meetings in-person whenever possible.
  - a) In extenuating circumstances, Council and committee members may participate electronically in meetings. Such circumstances may include, but are not limited to, illness, injury, or out of town travel.
  - b) Electronic participation by Council or committee members is permitted without Mayor or Chair authorization, respectively, for up to two consecutive meetings. The Mayor or Chair, respectively, will decide on requests to continue with electronic participation beyond that.
  - c) The Community Charter recognizes that Council members may be absent from meetings from time to time. Attendance at all meetings is neither required nor expected and Council members may be absent for various professional and personal reasons.
2. Electronic participation should reflect in-person participation as closely as possible.
  - a) Meeting participants must be able to hear each other and should be able to watch and hear each other whenever possible.
  - b) Participation by Council and committee members is expected for the entire meeting, unless a member declares a conflict of interest in accordance with the Community Charter and Council Procedure Bylaw No. 9200, as amended or replaced from time to time.
3. Electronic meetings and electronic participation must meet the requirements of confidentiality in the Community Charter and the requirements for protection of privacy in the Freedom of Information and Protection of Privacy Act.
  - a) Anyone participating electronically in a meeting that is closed to the public must be able to maintain confidentiality.
  - b) Anyone participating electronically in a meeting where personal information is being discussed must be located in Canada.

### Amendments

Resolution:

Replacing: