
Council Videoconferencing Policy

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 the *Municipal Government Act*.
3. In this Policy, unless the context otherwise requires,
 - (1) “Council” means the Council of the **Town of Port Hawkesbury**;
 - (2) “Council member(s)” include(s) the **Mayor**; and
 - (3) “meeting” means a regular or special meeting of Council or a Council committee meeting.

Council or Committee Meetings Held Solely Through Video Conferencing

4. Council or Council Committee Meetings may be held through video conferencing instead of in an in-person format when:
 - (1) 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;
 - (2) The electronic means enables the public to see and hear the meeting as it is occurring;
 - (3) The electronic means enables all the meeting participants to see and hear each other; and
 - (4) Any additional requirements established by regulation have been met.
5. The notice to the public must be given by:
 - (1) publication in a newspaper circulating in the municipality;
 - (2) posting on the **Town of Port Hawkesbury’s** publicly accessible Internet site and in at least five conspicuous places in the municipality; or
 - (3) such other method permitted by regulation.
6. Where the **Mayor** 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.

Councillors or Committee Members Attending In-Person Meetings Through Video Conferencing

7. Council or Committee members may attend an in-person meeting through video conferencing when:
 - (1) the public is able to see and hear each Council or Committee member participating in the in-person meeting;
 - (2) the Council or Committee member is able to see and hear every other Council or Committee member attending the meeting by videoconference or in-person; and
 - (3) Appropriate notice is given to ensure proper video conferencing setup.

8. Any Council or committee member participating by videoconference in a meeting shall be deemed to be present when meeting the conditions of para 7.

Technological Problems - Failure To Connect Or Disconnection

9. 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.

10. 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.

CAO's Annotation for Official Policy Book

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