

	<b>Departmental Procedure</b>
	Section: <b>Council and Delegation Electronic Meeting Participation During an Emergent</b>
	<b>ILS Procedure</b> <b>#DPC-001 Pg. 1 of 5</b>
Revision Date:	Issue Date: April 2020
Approved by: Director of Information and Legislative Services / Municipal Clerk	Review Date: April 2022
Directive Owner: Information and Legislative Services	Directive Author: T. Murray

## PURPOSE

These procedures have been created to establish guidelines for electronic meeting participation in Council and Committee meetings in accordance with Section 238 (3.3) of the Municipal Act, 2001. This procedure outlines the responsibilities of those administering meetings via telephone or video conference.

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## SCOPE

The Township of Wilmot, guided by its Strategic Plan, aims to improve the way the Township communicates and delivers information to residents and other stakeholders, while maintaining transparency and accountability during decision making processes.

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## DEFINITIONS

“**Township**” means the Township of Wilmot.

“**Clerk**” means the Township Clerk, or his or her delegate.

“**Chair**” means the Mayor or Acting Mayor of any meeting of Township Council or Chairperson for any Township Committee.

“**Council**” means the Township’s elected representatives, comprised of the Mayor and Councillors.

“**Delegate**” means any person who is neither a member of Township Council nor a Township staff person but has registered to address Council on a matter included on the Agenda.

“**Host**” means an individual who manages the online video and telephone conference.

“**Electronic Meeting**” means a meeting called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.

“**Panelists**” means all participating individuals during the meeting.

“**Virtual Platform**” means the method through which an electronic meeting will occur.

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## **STANDARDS AND PROCEDURES**

### **Delegation Requirements**

Council meeting expectations, including items on the Agenda, during Emergency situations are established under a priority focused management of the Township's affairs. Delegation registrations for items not listed on the Agenda cannot be guaranteed; therefore, delegates may be rescheduled to a later regular scheduled meeting to allow for the opportunity to address Council.

### **Registration**

1. All delegates shall register with the Clerk's office by e-mail or telephone and adhere to the guidelines outlined in the Rules of Procedure By-law 2019-25.
2. All delegates who register shall receive an e-mail from the Clerk's office with instructions for electronic participation.

### **Method of Participation**

1. Electronic participation for delegates shall be by telephone conference or through panelist participation on the virtual platform chosen by the Township.
2. The Chair shall call each delegate in the order as it appears on the agenda.
3. Once recognized by the Chair, the Host will unmute the microphone of the delegate.
4. The delegate shall be advised once their delegation time has expired.
5. Once the delegate has been thanked by the Chair, the Host will mute the microphone of the delegate from the meeting, the Host will remove the delegate when Council has voted on the motion.
6. Delegates reserve the right to remain silent when called upon by the Chair, registering as a Delegation gives the delegate the right to speak, but they are not required to do so.

### **How Delegates Join the Meeting**

1. Delegates will receive an email notification from the Virtual Platform with a link to join the Webcast at the specified meeting time.
2. The link provided is unique to the delegate and should not be shared with others.
3. Before joining the webcast, delegates are encouraged to check system requirements of the Virtual platform to avoid any connection issues.
4. Be available a minimum of thirty (30) minutes prior to the start of the meeting to ensure a successful connection.

### **Council Requirements**

1. Advise the Clerk of intention to participate electronically.
2. Be available a minimum of thirty (30) minutes prior to the start of the meeting to ensure a successful connection.
3. Advise the Clerk in writing by email in advance and announce verbally at the meeting any declarations of pecuniary interest.
4. Provide the Clerk with the number of questions they intend to ask for each Agenda item in advance of the meeting to help with the flow of the meeting.

### **Authority of the Chair**

1. The Chair will proceed through the agenda as they would during an in-person Council meeting.
2. For technical issues or any other reason, the Chair may choose to:
  - a. Have members request to speak by show of hands.
  - b. Provide members the opportunity to speak by order of Ward (seating arrangements in Council Chambers).
  - c. If a member participating electronically cannot connect, loses their connection, or has any other issues limiting their ability to participate in the meeting, the Chair may, at their discretion, recess or hold the meeting without the member's participation.
  - d. If quorum is lost, the meeting shall reconvene at a later time/date at the Call of the Chair.

### **Discussion and Voting Method**

1. This discussion and voting method will apply to all items before Council.
2. For moving and seconding the Motion, all panel microphones will be active.
3. After a mover and seconder are identified by the Director of Information and Legislative Services, discussion on the item may begin, delegates will raise one hand so that it is visible on screen, the Mayor will call on Members of Council to speak in the order he sees hands rise.
4. When discussion has concluded, the Mayor will call the vote, Members will raise one hand so it is visible on screen to indicate they are in favour of the Motion when the Mayor calls the questions.
5. In the event of a technical malfunction or other technical issue that prevents the Mayor from seeing Members of Council, microphones will be muted and unmuted by the Host and activated in a sequential order by Ward number, for both discussion and for voting. For voting, the Director of Information and Legislative Services will call each Councillor

by name and Councillors must vote “Yay” or “Nay”. Unless requested in accordance with the Procedural By-law, this will not be a Recorded Vote in the Meeting Minutes.

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## RESPONSIBILITIES

### Host

- Responsible for the background technical aspects of the meeting.
- Authorizes entry to the meeting, and overall coordination of the virtual platform.
- The Host role will be filled by the Manager of Information and Legislative Services / Deputy Clerk and/or Corporate Services IT Personnel.

### Panelists

- Includes all the individuals authorized to speak during the meeting.
- For the purposes of virtual Council meetings, this will include the Mayor, Members of Council, Senior Management Team, the Manager of Information and Legislative Services / Deputy Clerk, the IT Systems Administrator and any registered delegations.
- All panelists (Council and SMT) are strongly encouraged to use headphones with microphone capability, to limit background noise, echoes and other interruptions. (IT staff are working to obtain consistent, USB enabled headsets to all Council and SMT as we adapt to this online meeting format.)
- In order to test your audio, please be sure to log-in well in advance of the meeting.

### Attendees

- Includes the audience members who may attend the meeting by virtual means.
- These users are placed in listen only mode for the duration of the meeting or by observing the meeting through a secondary platform, where feasible.

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## COMMUNICATION

Electronic meetings will be streamed live and notification of meetings including live streaming links will be posted on the Township website and Twitter accounts.

This Departmental Procedure shall be circulated to Council, Senior Management Team and any other staff who may be involved in electronic meetings. This Departmental Procedure shall be available on the Township website.

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## EVALUATION

Staff will monitor process and procedure to identify any potential improvements as technology presents opportunities.

**REVISION LOG**

April 20, 2020 Version One