

Guide: Electronic Meetings and Remote Participation

This meeting guide is to help inform Members of Council and the public of the general format for electronic meetings with remote participation. The permanent use of technology to allow for remote participation at Council meetings is authorized by Bill 197 the *COVID-19 Economic Recovery Act, 2020* which has amended portions of the *Municipal Act, 2001, S.O. 2001, c. 25*. Council have also made amendments to the City of Burlington Procedure By-law to allow for remote participation by way of technology. This guide will be used on concert with By-law 04-2020 as amended, which continues to govern proceedings of the meetings of the Council of the City of Burlington.

This guide may change due to practical application and the use of different technologies. Any changes to the guide will be circulated to all members of Council and posted to the City's website. After the pandemic Council will review its use of technology and remote participation, portions of this guide may become permanent sections of the Procedure By-law.

1. Before the Meeting

- 1.1 The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the City Clerk/designate, in consultation with the Mayor, based on advice and resources available from the City's Information Technology staff and taking into consideration the circumstances and context for the given meeting.
- 1.2 The meeting agenda will inform the public on how to connect to the meeting and will set out public participation parameters.
- 1.3 All members of Council and senior staff participating in the meeting are encouraged to log into the system at least thirty minutes prior to the start of the meeting.
- 1.4 If there is a question as to the performance of the meeting technology impacting the proceedings of a meeting, the meeting may be recessed at the direction of the Mayor/Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.
- 1.5 Any declarations of pecuniary interest and amending motions must be submitted in advance of the meeting to the City Clerk/designate by email.
- 1.6. In the event of connection or service disruption, the Mayor/Chair may recess the meeting to allow for attempts to reconnect. It is the members' duty to ensure that their equipment and technology are set in advance of the meeting.

2. Member Conduct

- 2.1 Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.

- 2.2 Each Member is responsible for ensuring that there is no background noise, at their location that may interfere with the meeting, and for muting their device when not participating.
- 2.3 Members will take direction from Mayor/Chair in order to facilitate an effective, efficient and orderly meeting.
- 2.4 The Mayor/Chair shall announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping members informed whether physically present or if participating remotely.

3. Commencing the Meeting

- 3.1 Call to Order, the Mayor/Chair shall call the meeting to order at the prescribed start time as indicated on the agenda.
- 3.2 The City Clerk/designate will conduct a roll call by taking attendance of the members present and confirm a quorum of members is present.
- 3.3 The Mayor/Chair will introduce those in attendance, as customarily done at in-person meetings including reading the Land Acknowledgement.

4. How an Item of Business is completed

- 4.1 The Mayor/Chair shall announce each agenda item and indicate the mover and seconder of each motion.
- 4.2 The mover of the motion will then read the motion into the record, unless it has been published in the meeting agenda.
- 4.3 Each Member speaks to Council through the Mayor/Chair.
- 4.4 The Mayor/Chair shall invite Members to request to ask questions of clarification. Members shall make a request by using the raise hand feature in the conference system. Members will then be called upon in the order in which the requests were received.
- 4.5 The Mayor/Chair shall invite Members to comment on the motion. Members shall make a request by using the raise hand feature in the conference system. Members will then be called upon in the order in which the requests were received.
- 4.6 Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Mayor/Chair shall call the vote.

5. Voting

- 5.1 All votes will be considered recorded votes and conducted manually by the City Clerk/designate unless otherwise provided for in this procedure.

- 5.2 Recorded votes are conducted by the City Clerk/designate, who shall call upon Members in order of ward number in order to obtain their response and will announce whether the motion has carried or lost.
- 5.3 At committee, votes shall be conducted by the Chair by show of hands or by voice.
- 5.4 Votes by show of hands will commence with the Mayor/Chair asking for all in favor. At that time, for those members who are in favor of the motion will raise their hands. The Mayor/Chair will then ask for those opposed to the motion, those who are opposed will raise their hands. Based on the show of hands the Chair will determine the outcome of the vote and make an announcement.
- 5.5 If there is a technical issue with the video link, the Mayor/Chair shall call for a verbal vote, which will feature verbal replies to the question. A verbal vote will commence with the Mayor/Chair asking for all in favor. Those members in favor of the motion will then be provided with an opportunity to unmute and indicate verbally that they are in favor. After those in favor have been accounted for, the Mayor/Chair will then ask if there are any members who are opposed to the motion. Those who are not in favor will be provided an opportunity to unmute and indicate verbally that they are not in favor of the motion. The Chair will determine the outcome of the vote and make an announcement
- 5.6 Votes by show of hands or verbal, will be recorded in the minutes as either Carried or Lost.
- 5.7 At Council the following items are classified as routine and their associated votes can be conducted orally, in accordance with sections 5.3 through to 5.6.
 - Motion to Approve Council Minutes
 - Motion to Approve Standing Committee Minutes
 - Council Information Package
 - Motion to Receive and File Information Items
 - Motion to Confirm Proceedings of the Council Meeting
 - Motion to Adjourn Meeting
- 5.8 If a member requests a recorded vote, then the recorded vote will be performed by the City Clerk/designate as outlined in section 5.2, at committee these votes will only be recorded is Carried or Lost.
- 5.9 Amendments to motions must be submitted in writing to the City Clerk/designate in advance of the meeting.

6. Public Participation

- 6.1 All requests to delegate to an Electronic Meeting under this section shall be made by way of electronic submission, submitted to the Clerks Department at clerks@burlington.ca by noon the day before the Electronic Meeting. If the Electronic Meeting is on a Monday, requests to delegate shall be submitted by noon on the Friday before the meeting. Submissions shall be provided to members in advance of the meeting.
- 6.2 Public attendance to Electronic Meetings during the course of the COVID-19 pandemic may be restricted to electronic means and will be indicated on the meeting agenda.
- 6.3 It is recommended that all delegates include their intended remarks to mitigate any disruptions in technology, or a poor connection to the conferencing system. All received remarks will be circulated to Members in advance and serve as a backup. It is understood that those who register may not have the ability to draft and submit written submissions in advance of the meeting. Should the delegate get disconnected, staff will attempt to reconnect however the delegate may not be able to rejoin the meeting to conclude their delegation. All rules in the Procedure By-law with respect to delegations (Section 41 Delegations) shall apply to remote delegations.
- 6.4 Confirmed delegates will be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- 6.5 On the day of the meeting, all registered delegates should log into the system 30 minutes in advance of the meeting start time to check-in with appropriate staff and to ensure that their audio and video settings are appropriate for the meeting webcast.
- 6.6 When waiting to be called upon by the Mayor/Chair, all delegates will have their audio on mute.
- 6.7 The Chair or the City Clerk/designate may indicate when the delegate has one-minute left to complete their delegation.

7. Public Participation at Statutory Public Meetings

- 7.1 All requests to make oral submission at a statutory public meeting under this section shall be made by way of electronic submission through the online delegation request form or submitted to the Clerks Department by clerks@burlington.ca. Where possible, those making a request are suggested to do so by noon the day before the statutory public meeting.
- 7.2 It is recommended that all delegates include their intended remarks to mitigate any disruptions in technology, or a poor connection to the conferencing system. All received remarks will be circulated to Members in advance and serve as a

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- 7.5 When waiting to be called upon by the Mayor/Chair, all delegates will have their audio on mute.
- 7.6 The Mayor/ Chair or the City Clerk/designate may indicate when the delegate has one minute left to complete their delegation.
- 7.7 During the course of the statutory public meeting, those who want to make a request to provide an oral submission are able to do so by making a submission in accordance with section 7.1. In addition, a tickertape with registration information will be visible on the webcast which provides details on how submit a request.
- 7.8 If there are requests during the course of the meeting, speakers may be added to the delegate list. New delegates will be communicated to the City Clerk/designate who will advise the Chair.
- 7.9 After all registered delegations are completed the Chair would then make a last call for delegations, and indicate the deadline time. (As individuals may be following along by way of the webcast, the time would be 5 minutes in the future to compensate for any lag with the webcast.)
- 7.10 A recess will then be called to ensure that all requests made in advance of the deadline can be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- 7.11 When all requests are dealt with administratively to the satisfaction of the Chair and the City Clerk/designate then the meeting shall resume, and the remainder of delegates will be heard by Committee.

8. Closed Session

- 8.1 Closed session will be conducted on a separate line as determined by the City Clerk/designate and the City's Information Technology staff.

8.2 If a member has indicated that they have a pecuniary interest to the call they will be required to not be present on the call when that matter is being dealt with.