

Guide: Electronic Meeting during a Declared Emergency with Remote Participation

This meeting guide is to help inform Members of Council and the public understand the general format of the electronic meetings with remote participation. This use of technology is authorized by the *Municipal Emergency Act, 2020, S.O. 2020, c. 4* - Bill 187, along with the necessary amendments to the Procedure By-law. The guide is not an amendment to Procedure By-law 04-2020, which continues to govern proceedings of the meetings of the Council of the City of Burlington.

As this is an evolving situation, 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.

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 orally.
- 5.4 Oral votes 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 orally that they are in favor.
- 5.5 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 orally that they are not in favor of the motion.
- 5.6 Oral votes will be recorded in the minutes as 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 5.4 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.
- 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 an Emergency may be restricted to electronic means and will be indicated on the meeting agenda.

- 6.3 All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all Members in advance as a back-up to technology. 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 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 All requests to delegate should contain a copy of the delegate's intended remarks which will be circulated to all Members in advance as a back-up to technology. It is understood that those who register during the course of the meeting, may not have the ability to draft and submit written submissions. All rules in the Procedure By-law with respect to delegations (Section 41 Delegations) shall apply to remote delegations.
- 7.3 Confirmed registered delegates will be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- 7.4 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 settings are appropriate for the meeting webcast.
- 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 will 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.