

# **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.

- 4.7 All votes will be considered recorded votes and conducted manually by the City Clerk/designate.
- 4.8 Manual recorded votes are conducted by the City Clerk/designate, once completed they will announce the results.
- 4.9 Amendments to motions must be submitted in writing to the City Clerk/designate in advance of the meeting.

## **5. Public Participation**

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Confirmed delegates will be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- 5.5 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.
- 5.6 When waiting to be called upon by the Mayor/Chair, all delegates will have their audio on mute.
- 5.7 The Chair or the City Clerk/designate may indicate when the delegate has one-minute left to complete their delegation.

## **6. Closed Session**

- 6.1 Closed session will be conducted on a separate line as determined by the City Clerk/designate and the City's Information Technology staff.
- 6.2 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.