

## COUNCIL POLICIES & PROCEDURES

### SECTION B

### MEETINGS

**SUBJECT:** Conducting Meetings by Electronic Facilities

**POLICY NUMBER:** B-16

**APPROVAL DATE:** January 11, 2017

**AMENDED:** May 20, 2020

**PREAMBLE:** It is the intent of the Municipality of the District of Guysborough to allow members of Council or members of Committees to participate in meetings by electronic means if absolutely necessary, in strict accordance with the terms of this policy.

#### **TERMS:**

1. A Council or Committee meeting may be conducted by means of electronic facilities, if a member of Council is unable to attend in person, if:
  - a. The electronic facilities enable the public to watch or listen to the meeting at a place specified in that notice;
  - b. The electronic facilities enable all meeting's participants to watch or hear each other.
2. A quorum requires a majority of members of Council or the Committee to be physically present at the location of the meeting.
3. Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
4. If technological problems prevent participation, the Council member shall be marked absent.
5. If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.
6. Agenda packages will be delivered to Council members participating electronically, if possible.
7. Electronic attendance by a Councillor is not meant to substitute for in person attendance on a regular basis. In person attendance is the norm and standard for Council members. The use of electronic means to attend a meeting shall only be used in special circumstances if agreed upon by Council; or when the meeting is scheduled to be held electronically for the entire Council.

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Warden Vernon Pitts

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Chief Administrative Officer  
Barry Carroll

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Date