



Town of Digby

Administrative Policy # 2017-004

Video Conferencing/Teleconferencing Policy

Purpose:

It is the policy of the Town of Digby to allow Councillors to participate in meetings of Council and its Standing Committees by video conferencing or teleconferencing in accordance with the terms of this policy.

Definitions:

- **Electronic means:** electronic means shall include
 1. Teleconferencing or
 2. Video conferencing (where available)
- **Video conference:** a conference in which participants in different locations are able to communicate with each other in sound and vision.
- **Teleconference:** a conference with participants in different locations link by telecommunication devices.
- **Councillor:** means Mayor, Deputy Mayor, Councillor

Policy Statement:

- It is the responsibility of the Chief Administrative Officer (CAO) to ensure the provision of electronic means at the meeting site for a Councillor(s) expressing a desire to participate from an alternate site. It is the responsibility of a Councillor(s) expressing a desire to participate from an alternate site to ensure the provision of electronic means at the alternate site.

- A Councillor who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.
- If technological problems prevent participation, the council member shall be marked as absent.
- If connection is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.
- A maximum of two councillors may attend a meeting by electronic means.
- A maximum of three councillors must be physically present at the meeting to ensure a quorum can proceed.
- Except for cause due to illness or emergency, no Councillor shall attend more than two meetings through virtual means within a one year period (Fiscal Year.)
- A Councillor who wishes to participate in a meeting by means of electronic communication shall notify the Chief Administrative Officer as soon as reasonably possible. Except in a declared emergency, a Councillor shall provide such notice no less than two days before the meeting in question.
- The Chair may refuse to permit a Councillor to participate in a meeting by electronic means or other communication facilities in order to meet the requirements.
- Electronic means shall permit the Councillor to hear and be heard by all other participants in the meeting.
- The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
- During meetings that are closed to the public, Councillors who are participating in meeting through electronic means will ensure that confidentiality is maintained at all times.
- All Councillors should have a copy of the council's agenda prior to the council meeting, for reference during an electronic meeting.

- The Chair shall ensure that declarations of conflict of interest are heard by all Councillors and the public in attendance and that those participating by electronic means outside the meeting room have an opportunity to verbally declare any conflict.
- In the event that a meeting that is being accessed electronically is encountering interference and/or disruption by electronic participants, the Chair shall warn the participants the first time, advise them a second time that if any further disturbance/interference continues, and on further disturbance/interference, direct the site monitor to shut off the electronic access.
- Councillors participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves.

Clerk's Annotation for Official Policy Book

Date of Notice: **December 19, 2016**

Date of adoption: **January 2, 2017**

Policy effective date: **January 2, 2017**

I certify that this **Video Conferencing/Teleconferencing Policy** was adopted by Council as indicated above.



January 3, 2017

Clerk

Date