

Emergency Electronic Meeting Protocol

Appendix 1 to By-law 4217(2020)

The Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Protocol, and that amendments to this Protocol may be permitted to be made by simple majority vote of council to accommodate an effective and efficient meeting, so long as any such amendments are consistent with the intent of the Procedure By-law and do not directly conflict with the Procedure By-law or are contrary to prevailing Provincial legislation or orders.

General:

- The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and Clerk, in consultation with the Mayor, based on advice and resources available from the Town's Information Technology staff and the prevailing circumstances and context for a meeting.
- The Mayor or Deputy Mayor, or designate, shall lead the meeting and be present from a designated meeting location supported by the Clerk, or designate, where possible.
- Members follow meeting leadership from the Mayor as Chair.
- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Request to Speak and Speaker's List:

- Any Member participating in-person shall indicate to the Chair or Clerk a request to speak;
- Chair to ask each remote participant Member by name to confirm if they wish to speak on current item, or through an alternative means as advised by the Clerk, e.g. Member texting the Chair or Clerk;
- Chair/Clerk to maintain a speaker's list, based on Chair's discretion, to ensure all Members are able to participate in debate in keeping with meeting rules;
- Chair will call out the name of the Member assigned to speak.

Member Speaking:

- 5 minute maximum, to be timed by the Clerk with 4-minute warning, based on current Procedural By-law rules;
- Time allotment may be used to speak, ask questions of staff and/or introduce a motion/amendment;
- Members to speak through the Chair.

Voting:

- All votes shall be by recorded vote conducted by the Clerk, as directed by the Chair, unless Council decides otherwise;
- Clerk to call each name of Members deemed present to record vote;
- If Member is present in person or electronically and no response to indicate vote is provided, Clerk will ask one more time and if no indication of vote, the vote is recorded in the negative;
- Clerk to announce results to Chair and Council.

Member Conduct:

- Each Member shall remain silent and attentive to the proceeding when not assigned as the speaker;
- Each Member to listen for their name to be assigned as speaker or to vote;
- Each Member to take direction from the Chair in order to facilitate an effective, efficient and orderly Electronic Meeting.