



EMERGENCY MEETINGS OF COUNCIL

ELECTRONIC PARTICIPATION PROCEDURE

AUTHORITY

The City Clerk and Deputy City Clerk administer and oversee this policy in accordance *Municipal Act, 2001* and the City of Cambridge Procedural By-law 15-18 as amended.

ELECTRONIC MEETING(S) PROCEDURE

SCHEDULING & PARTICIPATION

1. Municipalities are permitted to hold meetings with Council, Committees and local boards to meet by way of electronic participation during an emergency declared pursuant to the *Emergency Management and Civil Protection Act*.
2. A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the *Municipal Act, 2001*, as amended.
3. Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.
4. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation. The City shall pay the cost of the conference calling or technology option should there be any long distance calling associated with facilitating the call.
5. There shall be no restriction on how often each Member of Council shall be allowed to participate electronically during a declared emergency;
6. There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically during a declared emergency;
7. Members should announce their departure prior to leaving the meeting.

DELEGATIONS

1. 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.
2. Depending on circumstances, an Electronic Meeting may not permit in-person delegations, but will permit electronic submissions received in advance of the meeting. These delegations shall be submitted to the City Clerk's office at clerks@cambridge.ca prior to the start of the Electronic Meeting, and shall be provided to members in advance of the meeting by email.
3. For Emergency Council meetings the Clerk will authorize all delegation requests to ensure they are related to agenda items for the meeting.
4. The Clerks Division will ensure that information on how the public may access the meeting will be provided on the meeting agenda.

COMMENCING THE MEETING

1. The Chair shall call the meeting to order at the prescribed start time as indicated on the agenda.
2. The City Clerk will conduct a roll call by taking attendance of the members present and confirm a quorum of members is present.
3. The Chair will introduce those in attendance, as customarily done at in-person meetings including reading the Land Acknowledgement.

PROCEDURAL MATTERS

1. The Chair shall announce each agenda item and indicate the mover and seconder of each motion.
2. The mover of the motion will then read the motion into the record.
3. Each Member speaks to Council through the Chair.
4. Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Chair shall call the vote.
5. All votes will be considered recorded votes, and conducted manually by the City Clerk/designate.

6. Manual recorded votes are conducted by the City Clerk/designate, once completed they will announce the results.
7. Where possible amendments to motions should be submitted in writing the City Clerk/designate in advance of the meeting.
8. When the question is called on a motion, a Member or Members participating by telephone may state verbally whether they are for or against, rather than by a show of hands;
9. When participating by telephone, a Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person;
10. A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
11. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the *Municipal Act, 2001*.

TECHNICAL MATTERS

1. 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 Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.
2. In the event of connection or service disruption, the 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. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the Member.
3. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting and for muting their device when they are not speaking.
4. Council Members must connect electronically no later than 30 minutes prior to the commencement of the meeting.