

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Municipal Council Videoconferencing Policy
POLICY NUMBER:	47
DATE APPROVED:	October 12, 2021 (Min#2021-112)
DATE REVISED:	

Title

1. This Policy may be cited as the “Municipal Council Videoconferencing Policy” policy of the Municipality of the County of Antigonish.

Purpose

2. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in:
 - a. the Municipal Government Act; and,
 - b. the Policy Regarding Rules of Order, Council Proceedings, and Committees.

Policy

3. While it is preferred that Municipal Council and committee meetings be carried out in-person, it is recognized that there may some circumstances where meetings or individual participation may need to take place using videoconferencing:
 - a. Where Public Health orders or other circumstances do not allow for in-person meetings; or,
 - b. Where an individual Councillor is not able to attend a meeting in-person due to:
 - i. Health considerations; or,
 - ii. Travel considerations.
4. Where videoconferencing is being used during a Municipal Council or committee meeting, all participants must have videoconferencing equipment available that will:
 - a. enable public attendees to see and hear each Council member participating in the meeting by videoconference.
 - b. enable each Council member to see and hear every other Council member participating in the meeting by videoconference.
5. Any Council member participating by videoconference in a meeting shall be deemed to be:
 - a. present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
 - b. absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy, being:
 - i. any part of a meeting during which the issue under discussion will be

decided by a vote held by secret ballot; and,

- ii. a vote held by secret ballot.

Technological Problems – Failure to Connect or Disconnection

6. If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.
7. If a Council member becomes disconnected from the meeting due to technical problems or other reasons and is not able to reconnect, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.