

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>AM – 1.2.0.1</b>
<b>Section Procedure and Organization of Council</b>	<b>Subject Council Videoconferencing Policy</b>	

**1. APPLICATION**

1.1 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in:

- (1) the *Municipal Government Act*; and
- (2) *AM-1.2.0 Committees of Council and Council Meeting - Procedures Policy (NEW)*.

**2. AUTHORITY**

2.1 Sub-section 19A (1), *Municipal Government Act*, as it is amended

**3. DEFINITIONS**

3.1 Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

- (1) “Council” means the Council of the Municipality of the County of Annapolis;
- (2) “Council members” includes the Warden and Deputy Warden;
- (3) “Meeting” means a regular or special meeting of Council, Committee of the Whole, and committees of Council.

**4. PUBLIC NOTICE**

4.1 A council meeting or council committee meeting may be conducted by videoconference if, at least five days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;

4.2 The notice to the public referred to in section 4 must be given by:

- (1) posting on the County’s publicly accessible Internet site.

4.3 Notwithstanding sub-section 4.2 above, where the Warden determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.

**5. ALL COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE**

5.1 All Council members may be required to appear at a meeting by videoconference if each Council member and the County have videoconferencing equipment available that will:

- (1) enable the public to see and hear each Council member participate in the meeting by videoconference;
- (2) enable each Council member to see and hear every other Council member participate in the meeting by videoconference.

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**6. ONE OR MORE COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE**

**6.1** Except as provided in sub-section 5.1 above, Council members must attend Council meetings in person or one or more Council members may appear at a council meeting by videoconference.

**6.2** Subject to the other provisions of this Policy, permission may be granted to a Council member to participate in a meeting, or part of a meeting, by videoconference if:

- (1) prior to the meeting, the Council member provides reasonable written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;
- (2) the Council member has not participated in more than three meetings by videoconference in the preceding twelve months in addition to meetings in which all Council members participated by videoconference, or has received permission from council to participate in the meeting by videoconference;
- (3) the Council member has videoconferencing equipment available that will:
  - (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
  - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.
- (4) the County has videoconferencing equipment available that will:
  - (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
  - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
  - (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.

**6.3** Any Council member participating by videoconference in a meeting shall be deemed to be:

- (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
- (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.

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**7. Technological problems - failure to connect or disconnection**

- 7.1** 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.
- 7.2** If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice .....	<u><b>April 12, 2022</b></u>
Council Approval .....	<u><b>April 19, 2022</b></u>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><i><b>Carolyn Young</b></i></p> <p>Municipal Clerk</p> <p>At <u><b>Annapolis Royal</b></u> Nova Scotia</p> </div> <div style="text-align: center;"> <p><u><b>April 20, 2022</b></u></p> <p>Date</p> </div> </div>	