



POLICY-PROCEDURE MANUAL

ELECTRONIC PARTICIPATION AND ELECTRONIC MEETING POLICY

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Prepared By:

Kiona Enders,
Director of Corporate Administration

Authorized By:

Council

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Live Streaming and Recordings

The District of Kitimat will record and live stream all its Regular Council Meetings, Special Meetings of Council, and Committee of the Whole meetings unless notice has been provided otherwise. Regular meetings will be provided to CityWest community television channel or an alternate, who may broadcast the meeting to their preferred schedule.

Recordings of Council Meetings are uploaded and available on the District website. The current year plus two additional years are available.

Electronic Participation and Electronic Meetings

Electronic Participation and Electronic Meetings are subject to Part 2 – Municipal Government of the *Kitimat Municipal Code*, which incorporates the Procedural aspects of the District of Kitimat Council, Committees, Commissions and Other Bodies.

Electronic Participation and Electronic Meetings must be authorized by this Part of the Kitimat Municipal Code.

Part 2 – Municipal Government of the *Kitimat Municipal Code* sets standard requirements for Electronic Participation and Electronic Meetings.

As a matter of etiquette the following should be adhered to:

Type of connection:

The District of Kitimat uses WebEx to conduct electronic meetings. Whenever possible, Council members should connect through the video conferencing platform when attending an electronic meeting or participating electronically. When video conferencing is not available or possible, Council members should access audio only participation through the video conferencing platform. It is not tenable to have multiple methods of electronic connection (i.e. through phone teleconference and video conferencing software).

Video conferencing software will be the preferred method, unless there is failure that makes it impossible or impractical to use. In that case, phone conferencing may be an option for use.

For the benefit of participants without video, the Chair may announce the Council members present.

When Council members are attending without video, the Chair will provide direction on how participation and voting will be conducted.



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Conducting the Meeting and Voting:

Council members will have their video on for any debate or discussion within the meeting so that other participants may see them. Backgrounds of any video display should appear neutral (avoiding other persons, distracting displays, etc.) to avoid distraction of other Council members and the public, as well as to protect the privacy of other individuals.

Council members will keep their audio devices muted except when speaking. Audio devices should only be unmuted in relation to those times where a member would be permitted to speak under the procedure bylaw.

During voting, Council members will raise their hands clearly when appearing by video to show their vote when called for by the Mayor. If participating through audio only, the Council member will be called on to verbally register their vote.

The Mayor shall announce the results of the vote at that time so that all members are clear on the result. If there is concern with the outcome of the voting (if there was concern votes were not correctly recalled by the Mayor), they should be raised immediately.

When a Council member has declared a conflict of interest, they must state in general terms their conflict. At that point, the Mayor will direct staff to remove the Council member from audibly and visually participating in the video conference. Once the item has passed, staff will re-admit the Council member into the meeting.

The Corporate Officer or designate will monitor the status of Council members. If a member is disconnected (e.g. poor internet), staff will inform the Mayor, who will ask Council if they wish to make a motion to take a recess. If a member is disconnected, and it results in loss of quorum, the meeting will recess until quorum can be restored. In cases where quorum cannot be restored (e.g. power-outage), the meeting will be adjourned and remaining agenda items added to the next meeting whenever possible.

Council members participating or attending an electronic meeting closed to the public will be required to confirm that confidentiality is maintained, and that no other person is able to see, or hear, the meeting taking place.

The Public:

The public, staff, and presenters will mute audio and video devices except when presenting, responding to a question, or providing comment under the Public Input session or a Public Hearing. The Corporate Officer, or designate, may mute the public, staff, or presenters except as noted above. The Corporate Officer, or designate, will assist the public, staff, or presenters to mute audio and video as required.

Members of public that have questions or difficulties accessing the electronic platforms will be directed to the Corporate Officer or designate for assistance.



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Authority to Edit, Interrupt and Remove

The District of Kitimat Corporate Officer or Chief Administrative Officer has the authority to cut video-feed, have existing video edited, and to have a member attending by video conference muted, to remove or disrupt any comments or actions that are profane, slanderous, harassing in nature, or violates any valid regulation or law including the *Copyright Act* and *Freedom of Information and Protection of Privacy Act*.