

ELECTRONIC MEETING & ELECTRONIC PARTICIPATION PROTOCOL

PURPOSE:

To provide guidelines for the conduct of meetings of Delta Council, and its Council Committees, or participation in such meetings by electronic means (audio, visual or other communication facilities). The guidelines apply to electronic and hybrid (includes both in person and electronic participation) meetings.

A meeting held by electronic means (audio, visual or other communication facilities) for the purposes of this protocol is a meeting conducted pursuant to the provisions of Section 128 of the *Community Charter* and Section 3.17 of the Council Procedure Bylaw 5000, 2000, as amended from time to time.

DEFINITIONS:

Electronic meetings, as authorized by Section 3.17 of the Council Procedure Bylaw, are meetings where **all** members of Council or a Council Committee participate by electronic means (audio, visual or other communication facilities).

Electronic participation, as authorized by Section 3.17 of the Council Procedure Bylaw, allows for a hybrid meeting where some members of Council or a Council Committee attend in person, and others attend by electronic means.

PROTOCOL:

1. Each member of Council or Council Committee participating by electronic means must have received, and/or have access to by electronic means, the agenda and supporting information, if provided, to be considered at the meeting; and be provided instructions how to connect to and participate in the meeting by electronic means (audio, visual or other communication facilities).
2. An electronic meeting or a hybrid meeting with some Council or Council Committee members or members of the public attending in person and others participating by electronic means must be conducted such that:
 - a. Each meeting participant can clearly hear all other participants and the proceedings of the meeting;
 - b. All persons permitted to attend the meeting in person at the designated location can clearly hear all persons participating by electronic means and the proceedings of the meeting.
3. While participating in an electronic or hybrid meeting, a Council or Council Committee member must abide by the provisions of the Council Procedure Bylaw 5000, 2000, as amended from time to time. In addition, where the participation by electronic means is audio only, the Council or Committee member must clearly identify his/her name when joining or departing the meeting, prior to speaking and when casting a vote on a question.

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4. The Presiding Officer, City Clerk, or other designated municipal officer, shall where the participation by electronic means is by audio only:
 - a. Advise Council or Council Committee members when first joining the meeting the names of other members in attendance, either in person or by electronic means (audio, visual or other communication facilities);
 - b. Repeat the results of the vote, including the names of Council or Council Committee members voting in favour and opposition, immediately following the vote.
5. A Council or Committee member participating via visual means will be noted as present at the meeting whether their video camera is turned on or off. Members should make every effort to limit times when their video camera is turned off.
6. Staff members and others participating via electronic means will keep their microphones muted and their video cameras off unless speaking to Council or Committee members.
7. Members of the public and delegations or presenters intending to participate via electronic means, must advise City staff of their intention to do so in advance of the meeting to permit sufficient time for staff to set-up the means by which such participation will be conducted. If for any reason such participation is not possible, the attendee will be advised as soon as possible. Attendees are responsible for ensuring that they have the technical ability and equipment to participate via electronic means.
8. Attendees participating via electronic means will ensure that their location is conducive to a formal meeting, including a background free from unnecessary or inappropriate visual and auditory noise; no movements, images, items or sounds that may interfere with clarity of speech or that would create a distraction for others.
9. During closed meetings, attendees participating via electronic means must ensure confidentiality of the meeting at all times, ensuring that no other person can hear any aspect of the meeting.
10. If a Council or Committee member has a conflict of interest when participating in a meeting via electronic means, they will advise the presiding member or Chair and leave the meeting either by disconnecting from the electronic platform or by turning off both their video camera and microphone. Once the item has concluded, the member will be invited back to the meeting.

*Adopted by Council Resolution on September 13, 2013.
Amended by Council Resolution on March 23, 2020.
Amended by Council Resolution on October 25, 2021.*