

Town of Mount Carmel-Mitchell's Brook-St. Catherine's

Policy & Procedure

Electronic Meeting Attendance

Effective: January 14, 2019

A Councillor shall be considered in attendance if he/she is in electronic communication with the gathering of Council at a specified meeting, such as monthly public meeting, special meeting or privileged meeting in accordance with *The Municipalities Act, 1999* section 24 subsections 2.1 and 2.2.

The Councillor attending electronically shall join the meeting at the call to order either by audio phone call, Facetime, Skype, WhatsApp or Google Hangouts.

The Councillor's name, the date, and the time of the electronic connection and disconnection shall be entered into the minutes.

Should electronic connection be interrupted, a call back by the Town Clerk will take place for the 10 minutes following the disconnection. If reconnection isn't possible, the Councillor attending electronically will be considered to be in attendance and marked as such.

The Councillor attending electronically has the same right to participate in debate, in the manner described in the Rules of Procedure, as he/she would if it were an in-person appearance in an orderly fashion when called upon by the Chair.

The Councillor attending electronically is subject to the same voting rights and responsibilities as outlined in *The Municipalities Act, 1999* section 212.

The Mayor may attend meetings electronically, but must vacate the Chair position for the course of the meeting, and the Deputy Mayor, or a Chair agreed upon by Council will take the position of Chair for the purpose of the meeting taking place at that time.

A Councillor may attend electronically no more than three (3) times per calendar year unless permission is granted by 2/3 vote of the remaining Councillors.

Legislation per the Municipalities Act, 1999

Meetings

24. (1) *The mayor or 2 councillors shall request that the town clerk call and there shall be held, at least once a month, a meeting of the town council to which the public shall be admitted.*

(2) *A meeting called and held under subsection (1) shall be for the dispatch of general business.*

(2.1) A town council may allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceedings and to be heard.

(2.2) A councillor participating in a meeting by electronic means is considered to be in attendance at the meeting.

(2.3) Subsections (2.1) and (2.2) also apply to meetings held under sections 23 and 213.

(3) A town council shall adopt rules of procedure for its meetings.

(4) The minister may provide a model set of rules of procedure that town councils may adopt or vary.

Voting

212. *(1) A motion or resolution before a council shall be decided by a majority vote of the councillors in attendance at the meeting except where a 2/3 vote of the councillors in office is required.*

(2) A councillor shall not abstain from voting on a motion or resolution before the council unless he or she is required to abstain from voting because of a conflict of interest under section 207 or he or she has been permitted to abstain by a majority vote of the other councillors in attendance at the meeting.

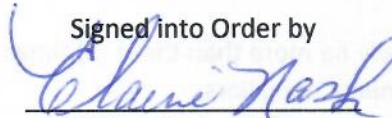
(3) Where a councillor abstains from voting on a motion or resolution, a decision shall not be made on that motion or resolution unless the number of councillors in favour of the motion or resolution is equivalent to or more than a majority of the councillors in attendance at the meeting.

(4) The minutes of a council meeting shall indicate the names of the councillors who vote for and against and who abstain from voting on a motion or resolution.

(5) Where there is a tie vote on a motion or resolution, that motion or resolution shall be considered to be defeated

Reviewed and Approved by Town Council
January 14, 2019

Signed into Order by



Elaine Nash, Mayor