

## Remote Meeting Attendance (Council)

### 1.0 Policy Statement

The City acknowledges that there may be times when a member of Council is unable to attend a Council meeting in person. In accordance with section 31(5) of the **City of Mount Pearl Act**, Council may allow a Councillor to participate in a meeting by electronic means where the electronic means enables the member of Council to listen to the proceedings and to be heard. The City recognizes that remote attendance allows for the continued conduct of City business

### 2.0 Scope

This policy applies to all members of Council (i.e., the Mayor, Deputy Mayor, and all elected Councillors of the City of Mount Pearl) and Council meetings. This policy does not apply to virtual meetings where all attendees are attending by electronic means.

### 3.0 Purpose

The purpose of this policy is to permit members of Council, at the discretion of Council, to participate in Council meetings by remote attendance ~~where person~~ attendance is either impossible or impractical.

*where in-person*

### 4.0 Definitions

- 4.1 **Council Meeting:** Committee of the Whole meetings and Regular Public meetings of Council but does not include Committee Meetings, Special or Privileged meetings of Council.
- 4.2 **Remote Attendance:** participation in a Council meeting by electronic means where the electronic means enables the member of Council to both listen to the proceedings and to be heard by all those in attendance.
- 4.3 **Quorum:** a majority of the number of Councillors that are elected for the City.

### 5.0 Requirements & Responsibilities

#### 5.1 Limitations

- 5.1.1 A member of Council may not attend more than 50% of total annual Council meetings by remote attendance.
- 5.1.2 In determining whether to permit a member of Council to participate in a Public Council meeting by remote attendance, Council must ensure that a quorum will be present for in-person attendance. A member of Council shall not be permitted to participate in a Council meeting by remote attendance where, if the remote attendance was permitted, less than quorum would be present for in-person attendance.

5.1.3 Remote attendance may not be permitted where a resolution requires a 2/3 vote of Councillors in accordance with the City of Mount Pearl Act.

## 5.2 Technical Requirements

5.2.1 Remote attendance will only be permitted where the member of Council attending remotely is able to listen to the proceedings and to be heard by all in attendance.

5.2.2 The Councillor must have their camera on at all times and maintain the same decorum as if attending in person.

5.2.3 Where technical difficulties occur before a Council meeting, the meeting shall be delayed for ten (10) minutes to attempt to resolve the problem. If the technical difficulty is unable to be resolved the member of Council will be deemed absent from the meeting.

5.2.4 Where technical difficulties occur during a Council meeting, the meeting shall be recessed for ten (10) minutes to attempt to resolve the problem. If the technical difficulty is unable to be resolved the member of Council will be deemed to have left the meeting.

5.2.5 Where a Councillor is attending a Committee or Privileged meeting they will be required to show that they are in a private setting and confidentiality can be guaranteed.

## 5.3 Procedure

5.3.1 Where possible, a member of Council who wishes to attend a Council meeting remotely shall make every effort to notify the Chief Administrative Officer and the City Clerk of the request seven (7) days in advance of the meeting and the request shall be brought to Council immediately.


5.3.2 Council shall respond to the request within twenty-four (24) hours and advise whether remote attendance is permitted.

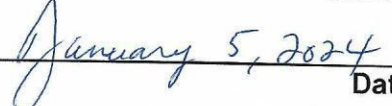
5.3.3 If the Mayor is attending a Council meeting remotely and any technical difficulties are experienced, the position of Chairperson shall be passed to the Deputy Mayor.

5.4 **Vacancies:** Remote attendance at a Council meeting is considered attendance at that meeting.

## 6.0 Approvals

Approved by Committee of the Whole on November 24, 2023.

  
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Dana Spurrell  
Chief Administrative Officer

Signed:   
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Date