

# **Electronic Meeting Management Guide**

Last updated: June 2022

This document provides procedures for the conduct of Electronic Meetings of Council and Standing Committees of the City of Kingston in accordance with By-Law Number 2021-41, Council Procedural By-Law. Definitions contained within this guide are the same as found in the Council Procedural By-Law unless otherwise noted.

## **Technology**

The City Clerk, in consultation with the Chief Information Officer, will determine the most suitable technology or platform for conducting Electronic Meetings.

To facilitate quality audio and video during an Electronic Meeting, it is strongly recommended that meeting participants participate using a laptop or computer connected to a hardwired Internet connection via Ethernet cable. The use of a headset with microphone is also highly recommended for all meeting participants.

## **Member / Staff Attendance**

A Member wishing to participate in a meeting via electronic means shall advise the Clerk of their desire to do so at least six (6) hours before the scheduled start of the meeting.

The Mayor or Deputy Mayor, or in the case of a Standing Committee, Chair or Vice-Chair, shall attend an Electronic Meeting in-person in Council Chamber with the Clerk. This requirement shall not apply to an Electronic Meeting held during an Emergency. For purposes of this guide, "Emergency" means any period of time during which an emergency has been declared to exist in all or part of the City of Kingston under Sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended or re-enacted from time to time.

## **Meeting Etiquette and Process**

In addition to Section 3.4 of the Council Procedural By-Law (Conduct of Members), the following rules of etiquette shall be applied to all participants during an Electronic Meeting:

- Virtual backgrounds may be used by meeting participants. The Chair may request a virtual background be removed if the background is not in compliance

with Section 3.4 or Section 3.16 of the Council Procedural By-Law or if the participant is experiencing connection issues;

- All microphones shall be muted for the duration of the meeting except when an individual is speaking; individuals who do not self-mute when they are not speaking will be muted by the meeting host;
- Presentations shall be displayed and controlled by City staff acting as the meeting host.

## **Voting**

A Member participating via electronic means who does not have their camera enabled during a vote will be deemed to have been absent during the vote. In the event that a Member cannot be seen on camera but still wishes to record their vote, a Member may verbally indicate their vote to be counted by the Chair.

In the event of a connection or service interruption for a Member participating via electronic means during a vote, the Chair may recess the meeting for up to five minutes. If after more than five minutes there is no connection with the Member, the meeting shall resume, and the Member shall be deemed to have been absent during the vote.

If quorum is lost due to a connection or service interruption for a Member participating via electronic means, the Chair shall request the Clerk to call a recess in accordance with Subsection 9.7 and 9.8 of the Council Procedural By-Law.

## **Delegation / Public Attendance**

For an Electronic Meeting held during an Emergency, all Delegations and public attendance will be conducted via electronic means.

For an Electronic Meeting held outside an Emergency, Delegations will have the option to participate in-person or via electronic means and shall indicate their preferred method of participation at the time of registering their delegation.

Members of the public wishing to attend a Council meeting may do so by physically attending City Hall, or watching the meeting via live-stream. Members of the public wishing to attend a Standing Committee meeting may do so by physically attending City Hall, by registering via the City website to receive the link to the electronic meeting platform or watching the meeting via live-stream.

At the conclusion of their delegation, Delegations participating virtually will be placed into the waiting room and are invited to continue to follow the meeting via YouTube.