

Title: Remote Meeting Attendance Policy	Internal/External: Internal
Department: Council	Policy Number: CS-024
Approval Date:	Implementation Date:

BACKGROUND

The Council of the Town of Centreville-Wareham-Trinity acknowledges that there are times when a member of Council is unable to attend a meeting in person.

PURPOSE

To allow a member of Council to participate in a meeting by electronic means where the electronic means enables the Councillor to listen and to be heard.

1.0 SCOPE

This Policy applies to all members of Council.

2.0 REMOTE ATTENDANCE

- 1.** Remote meeting attendance will be permitted for Committee meetings, Privileged meetings and Regular meetings of Council.
- 2.** Remote meeting attendance should only occur when in-person attendance is either impossible or impractical.
- 3.** Only 2 members of Council may attend by remote attendance at one time.
- 4.** A Councillor may not attend more than 10% of Regular meetings of Council by remote attendance.
- 5.** A Councillor who attends a meeting remotely is considered to be in attendance.
- 6.** A Councillor who wishes to attend a meeting remotely must notify the Town Clerk three (3) days in advance of the meeting.



7. Should technical difficulties occur, the meeting may be rescheduled for fifteen (15) minutes to attempt to resolve the problem. If the technical difficulty is unable to be resolved, the Councillor will be deemed absent from the meeting. If the meeting already commenced, the Councillor will be deemed to have vacated the meeting.
8. If the Mayor is attending the meeting remotely, the position of Chairperson shall be held by the Deputy Mayor.

POLICY REVIEW

1. The policy will be reviewed annually;
2. All changes shall be subject to final approval of Council

APPROVAL

Approving Authority: Mayor and Council

Date adopted by Council: November 30, 2021

Council Motion: 319-21