

Policy Title: INTERIM ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION POLICY

Policy #: B-021

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

These procedures will apply to Municipality of Jasper regular Council meetings and committee of the whole meetings that must be held electronically or requires the electronic participation of respective Council members, staff or scheduled meeting participants; and for remote public observation and attendance of regular Council meetings and committee of the whole meetings.

ELECTRONIC MEETINGS

Council may hold electronic meetings commencing March 24, 2020 and continuing until June 30, 2020 unless such date is extended by Council Resolution prior to June 30, 2020.

VOTING

When a vote is called at an electronic meeting, for clarity, the chair will individually ask each Council member for their vote, vocally.

MAKING A POINT OR ADDRESSING A POINT OF ORDER

A councillor or staff member who needs to make a point, address a point of order or a point of privilege during a discussion or debate should do so by raising a pen or pencil on screen.

RECORDS OF COUNCIL

All records of Council for electronic meetings shall be recorded in accordance with the Procedure Bylaw.

ELECTRONIC PARTICIPATION BY COUNCIL MEMBERS, STAFF MEMBERS AND SCHEDULED MEETING PARTICIPANTS

Members of Council, staff or a scheduled meeting participant(s) may participate electronically in a regular meeting, special meeting or committee of the whole meeting at such times that the member of Council, staff or meeting participant(s) is unable to be present at the Quorum Room for reasons pertaining to absence from the Municipality, health reasons or a reason deemed appropriate by Council through general consensus; and it has been deemed that the individual's attendance is deemed essential by either the mayor or the member of Council affected.

When a vote is called, councillors attending by means of electronic communications shall be asked to vocally state their vote, as asked by the chair.

OTHER PROCEEDINGS OF COUNCIL

Unless specifically outlined in the Interim Electronic Meetings and Electronic Participation Policy and Procedures, all proceedings of Council and the Committees thereof will be conducted as outlined in the Procedure Bylaw; except in respect to articles 11.1 and 11.2 which shall be suspended during the effective period of this Interim Policy.

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ELECTRONIC MEETINGS AND THE PUBLIC

The Municipality of Jasper shall provide 24 hour notice of electronic meetings including notice of the means by which participants and the public may hear, or watch and hear, the electronic proceedings.

LOGISTICS

The minimum permitted electronic means will be audio.

If communication is lost to one or more electronic participants during a meeting:

- a. A brief recess will be called to try and reestablish the link(s);
- b. If after the recess a link cannot be reestablished the member(s) of Council affected will be deemed to have left the meeting;
- c. If after the recess a link cannot be reestablished and there is not a quorum of members of Council, the mayor or meeting chair will deem the meeting to be adjourned. If the mayor, deputy mayor and meeting chair has lost connection then the Chief Administrative Officer will deem the meeting to be adjourned.

COSTS

If a councillor, staff member or scheduled meeting participant incurs a cost in regards to data or related connection fees due to necessary electronic meeting participation, the cost will be paid by the Municipality of Jasper.

There will be no cost to the public to hear or watch and hear an electronic meeting.