



Title: Remote Meeting Attendance Policy	External/Internal
Department: Council	Policy Number: TBB-001-CN
Approval Date: December 10, 2018	Implementation Date: December 14, 2018
Revised Approval Date:	Revised Implementation Date:

BACKGROUND

This policy governs the attendance of meetings by remote means.

The original policy was adopted by Council on _____, TBB-002-AD.

OBJECTIVE/PURPOSE

The purpose of this policy is to enable a Councillor to participate in a meeting by electronic means

AUTHORITY

Council Discretion

Sections 24 and 51 of the *Municipalities Act, 1999*

GUIDELINES AND PROCEDURE

1. Remote meeting attendance will be permitted for Committee Meetings, Privileged Meetings, Regular and Special Meetings of the Council
2. Remote meeting attendance should only occur when in-person attendance is either impossible or impractical
3. A Councillor shall not attend more than 50% of Regular Meetings of Council by remote attendance
4. A Councillor who attends a meeting remotely is considered to be in attendance
5. Should technical difficulties occur, the meeting may be recessed 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 had already commenced, the Councillor will be deemed to have vacated the meeting.