

Township of Huron-Kinloss Procedural By-law  
By-law No. 2019-155  
Schedule "A"  
Appendix "D"

Operational Protocols for Hybrid Meeting Participation  
by Council and Committee Members

Per Section 2.5 Members of Council or Committees may attend an open or closed meeting electronically via telephone or video conference. Any such member participating electronically shall be counted in determining whether or not a quorum of members is present and shall be permitted to participate fully in the meeting including casting a vote per Appendix D, Operational Protocols for Hybrid Meeting Participation by Council and Committee Members.

Operating Protocols

1. The Clerk will determine the most appropriate electronic method for meeting attendance by members of Council or Committees. Any cost incurred by the Member to use electronic participation shall be at the expense of the Member.
2. Members wishing to participate by electronic means in a hybrid meeting, must notify the Clerk a minimum of ten (10) hours prior to the meeting that they wish to attend electronically using the form as prescribed by the Clerk.
3. The number of Council members who may attend electronically is limited to two (2) members per meeting. The privilege to attend electronically shall be based on order of request.
4. Without prior approval of Council, a Member is limited to participating electronically in a hybrid meeting a maximum of three (3) times per calendar year.
5. Members attending meetings electronically will:
  - Inform the Chair of their intentions to leave the meeting either on a temporary or permanent basis;
  - Mute their electronic device when they are not speaking;
  - Ensure that no one other than the member of Council or the Committee is present for any closed session discussions;
  - Identify themselves whenever they wish to speak;

- Abide by all rules of procedure;
  - Dress and act as though in attendance in person.
6. The Chair cannot participate electronically while actively chairing a meeting.
  7. Members attending electronically shall verbally announce their vote.
  8. There is no guarantee of the quality of any electronic participation.
  9. Members attending electronically may not be able to see all other members of Council, presentations by delegations, etc. The Township is not responsible for trying to accommodate this.
  10. Each Member participating in a meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection. If an electronic connection fails prior to the meeting, attempts to connect a Member shall not delay the commencement of the meeting.
  11. In the case of a loss of connection, or any connection issue which impedes the ability of a member(s) to participate fully in the meeting in real time, the meeting will continue without attempts by staff to reconnect. The Member may attempt to reconnect and rejoin the meeting.
  12. A Member(s) participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
  13. The Clerk, in consultation with the Chief Administrative Officer, is authorized to make minor adjustments and/or exceptions, to these protocols where warranted.