



## **VILLAGE OF CHESTER COMMISSION VIDEOCONFERENCING POLICY**

The Commission Videoconferencing Policy establishes procedural requirements to complement and supplement, and not to replace, the requirements contained in the Municipal Government Act, and the Village Meetings and Procedures Policy.

### **1.0 Commissioners attend by Videoconferencing**

The Clerk may require all Commissioners to appear at a meeting by videoconference if each Commissioner and the Village have videoconferencing equipment available that will:

- 1.1** enable the public to see and hear each Commissioner participate in the meeting by videoconference;
- 1.2** enable each Commissioner to see and hear every other Commissioner participate in the meeting by videoconferencing.

### **2.0 One or more Commissioners attend by Videoconferencing**

Except as provided in section 1, Commissioners must attend Commission meetings in person or, if approved by the Clerk pursuant to section 2, one or more Commissioners may appear at a meeting by videoconference.

Subject to the other provisions of this Policy, the Clerk shall grant permission to a Commissioner to participate in a meeting, or part of a meeting, by videoconference if:

- 2.1** prior to the meeting, the Commissioner provides written notice to the Clerk indicating that the Commissioner wishes to attend the meeting by videoconference;
- 2.2** the Commissioner has not participated in more than two meetings by videoconference in the preceding twelve months in addition to meetings in which all Commissioners participated by videoconference;

The Commissioner has videoconferencing equipment available that will:

- 2.3** enable the public to see and hear the Commissioner participate in the meeting by videoconference; and
- 2.4** enable the Commissioner to see and hear each of the Commissioners who are attending the Commission meeting by videoconference or in person.



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The Commission has videoconferencing equipment available that will:

- 2.5** enable the public to see and hear the Commissioners participate in the meeting by videoconference;
- 2.6** enable the Commissioner to see and hear each of the Commissioners who are attending the Commission meeting by videoconference or in person; and
- 2.7** enable every Commissioner who is attending the meeting by videoconference or in person to see and hear all other Commissioners who are attending the meeting by videoconference or in person.

### **3.0 Pandemic Initiated Videoconferencing**

During a Provincial State of Emergency, a Commission shall not hold any statutorily Commission meeting in-person if the restrictions on gathering size and physical distancing, or any other applicable conditions cannot be met.

A videoconference meeting may be held in the place of a required in-person meeting where the persons entitled or permitted to participate have access to the telephonic, electronic or other communication facility which is to be used and where a videoconference meeting is held:

- 3.1** it shall be deemed an in-person meeting for the purposes of any law of the Province of Nova Scotia including an enactment, article, by-law, or governing agreement;
- 3.2** a person entitled or permitted to be present who, through telephonic or electronic means, votes at or establishes a communication link to the meeting shall be deemed to be present at the meeting;
- 3.3** the telephonic, electronic, or other communication facility used for the meeting permits all participants to communicate adequately with each other during the meeting.



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### **4.0 Non-Participating Videoconferencing**

The Clerk shall not grant permission to a Commissioner to participate by videoconference in any of the following:

- 4.1** any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
- 4.2** a vote held by secret ballot.

### **5.0 Technological Problems**

- 5.1** If technological problems prevent a Commissioner from participating in a meeting prior to the meeting commencing, the Commissioner shall be marked absent from the meeting.
- 5.2** If a Commissioner becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Commissioner left the meeting at the time of the disconnection.

**Approved:** December 9<sup>th</sup>, 2020

**Motion #** 20-309