



Town of Conception Bay South Policy Manual

Title: Remote Meeting Attendance Policy
Policy Number: 073

Resolution Number: 14-367
Date Approved: October 7, 2014

PURPOSE:

To enable a Councillor to participate in a meeting by electronic means.

AUTHORITY:

- Council Discretion
- Sections 24 and 51 of the *Municipalities Act, 1999*

PROCEDURE:

- Remote meeting attendance will be permitted for Committee meetings, Privileged meetings and Regular Meetings of Council.
- Remote meeting attendance should only occur when in-person attendance is either impossible or impractical.
- A Councillor may not attend more than 50% of Regular Meetings of Council by remote attendance.
- A Councillor who attends a meeting remotely is considered to be in attendance.
- A Councillor who wishes to attend a meeting remotely must notify the Chief Administrative Officer or Deputy Clerk three (3) days in advance of the meeting.
- 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.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: