

<p align="center">Council Procedure</p>	 <p align="center">WOOLWICH TOWNSHIP</p>	<p>Pages: 2</p> <p>Effective Date: June 23, 2020</p> <p>Supersedes: N/A</p>
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Subject: Procedure for Electronic Participation during COVID-19 Pandemic

Purpose

On March 17, 2020 the province of Ontario declared an emergency related to the COVID-19 pandemic pursuant to section 7.0.1 of the Emergency Management and Civil Protection Act. On March 25, 2020 the Township of Woolwich declared an emergency along with the Region of Waterloo and local municipalities pursuant to section 4 of the Emergency Management and Civil Protection Act.

Section 82.1 of the Township’s Procedural By-law No. 68-2018, permits Council to allow electronic participation during emergencies. This procedure sets out the requirements to allow members to participate in meetings electronically during the COVID-19 pandemic.

Procedure Scope

This procedure only applies during the COVID-19 emergency, declared in Woolwich Township or in the Province of Ontario.

The Township’s Procedural By-law continues to apply to any matter not covered in this procedure.

This procedure applies to any meeting of:

1. Council and Committee of the Whole, and
2. All boards and committees of the Township.

Procedure

Member Requirements

1. Advise the Clerk of the member’s intention to participate electronically or in person.
2. Be available at least fifteen (15) minutes before the beginning of the meeting to ensure a successful connection.
3. Advise the Clerk in writing by email and announce verbally at the meeting any declarations of pecuniary interest.
4. Mute mics when not speaking to prevent feedback.
5. Turn webcam on if participating via online video conference.
6. Announce when leaving the meeting early or for a break.

7. Members participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.

Authority of the Chair

1. The Chair may wish to chair the meeting from Council chambers for technical and other supports.
2. The Chair will begin the meeting by calling upon each member to verbally indicate if they are present.
3. For technical issues or any other reason, the Chair may choose to:
 - a. have members request to speak by show of hands or canvass members in alphabetical order about their intention to speak, and
 - b. allow members to vote by a show of hands or require members to vote verbally.
4. If a member participating electronically cannot connect, loses their connection, or has any other issues limiting their ability to participate in the meeting, the Chair may, at their discretion, recess or hold the meeting without the member's participation.

Accountability and Public Participation

1. All debate and discussion must take place verbally, on record, as directed by the Chair. There will be no chat function available during the meeting.
2. Delegations may be made by video or toll-free phone following all other rules of the Procedural By-law. If more than 4 delegation requests are received, the Clerk may delay the item to facilitate in-person public participation at a regular meeting at their discretion. In exceptional circumstances, the Clerk may make special arrangements for a delegation to be provided by alternative means.
3. Members of the public will not be able to attend the meeting in person. Members of the public may listen to proceedings by toll-free phone on mute upon request to the Clerk by noon on the day of the meeting. In exceptional circumstances, the Clerk may make special arrangements for public participation.
4. Members of the public must pre-register before noon on the day of the meeting to attend a public meeting by video or toll-free phone. When the chair opens the floor for comment, the meeting facilitator will invite public comments from speakers in the order they were registered, following all applicable procedural or legislative rules.
5. The official record of the meeting will be the meeting minutes taken by the Clerk. In addition, the Clerk will post an electronic recording of the meeting online.