




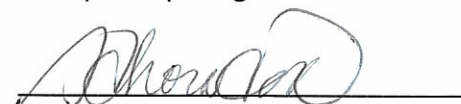
TOWN OF WINDSOR

MEETING ATTENDANCE VIA VIDEO / VIRTUAL POLICY

- 1. Authority:** Section 23 of the *Municipal Government Act* (MGA) allows Council to make policies regulating its meetings and determining where it can have these meetings.
- 2. Purpose:** The purpose of this policy is to allow a member of council to participate in any council or committee meeting by means of a communication facility including via skype, telephone/tele-conference, or an internet-based video conference when they are unable to attend in person because of a short-term illness or other temporary condition that requires them to be out of town.
- 3. Scope:** Internet-based attendance shall be limited to two members per meeting and will not be permitted during a closed session/in-camera meeting, nor shall it be permitted for the purposes of achieving quorum.
- 4. Procedures:** The Policy is as follows:
 - 4.1 A Council or Committee meeting may be conducted by means of electronic facilities, if a member of Council is unable to attend, if,
 - (a) proper notice has been given of the meeting whether the meeting is a regular meeting of council or not;
 - (b) the facilities enable all the public to watch or listen to the meeting at a place specified in that notice;
 - (c) the use of the policy is not being used to facilitate the scheduled extended leave from the Town of Windsor during vacations or unexcused leaves of absence.
 - 4.2 Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
 - 4.3 If technological problems prevent participation, the Council member shall be marked as absent.
 - 4.4 If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.
 - 4.5 Agenda packages will be made accessible to participating Council members through electronic means.



Mayor



Municipal Clerk