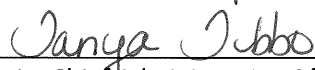


## Meeting Attendance via Telephone / Video / Virtual Policy

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1. This policy is entitled *“Meeting Attendance via Telephone / Video / Virtual Policy”*.
2. Section 23 of the Municipal Government Act (MGA) allows Council to make policies regulating its meetings and determining where it can have these meetings.
3. 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 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 the municipality.
4. Internet-based attendance shall be limited to two members per meeting and will not be permitted during a closed/in-camera meeting, nor shall it be permitted for the purposes of achieving quorum.
5. Procedures
  - a) A Council or Committee meeting may be conducted by means of electronic facilities, if a member of Council is unable to attend, if,
    - i) Proper notice has been given of the meeting whether the meeting is a regular meeting of Council or not;
    - ii) The facilities enable all the public to watch or listen to the meeting at a place specified in that notice;
    - iii) The use of the policy is not being used to facilitate scheduled extended leave of the Municipality of the County of Inverness during vacations or unexcused leaves of absence.
  - b) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
  - c) If technological problems prevent participation, the Council member shall be marked as absent.

- d) If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.
  
- e) Agenda packages will be made accessible to participating Council members through electronic means.

<p><b>Approval:</b></p> <p>Policy Committee Review: December 4<sup>th</sup>, 2017 Council – 7 Day Notice: December 4<sup>th</sup>, 2017 Council Approval: January 8<sup>th</sup>, 2018</p>	<p>This is to certify that the above policy was approved by Municipal Council on January 8<sup>th</sup>, 2018.</p> <p> Interim Chief Administrative Officer</p>
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