



A Guide to Electronic Meeting Procedures during a Declared Emergency

The purpose of this meeting guide is to assist the public in understanding the general format of the City of Brantford's electronic meetings with remote participation by members of Council or Committee. Remote participation is authorized by *The Municipal Emergency Act, 2020, S.O. 2020, c.4 – Bill 187* in conjunction with amendments to the City's Procedural By-law. The City's Procedural By-law may change and is the governing By-law for Council and Committee Proceedings. This guide is for information purposes only and does not constitute part of the Procedural By-law. For the most up-to-date Procedural By-law, please visit the [City of Brantford's Website](#).

1. Pre-Meeting

- 1.1 Notice of the meeting will be given by way of the Agenda posted to the City's Website. The Agenda will advise the public on how to watch the meeting as well as participate.
- 1.2 The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the City Clerk in consultation with the Mayor based on advice and resources available from the City's Information Technology staff.
- 1.3 All members of Council or Committee are required to participate via video conference for regular Council meetings. If the member is experiencing connectivity issues, the member may connect via telephone conference.
- 1.4 In the event a connection/service interruption occurs that affects quorum of the meeting, the Chair may recess the meeting for up to 15 minutes to regain quorum. If quorum is not achieved, the meeting is adjourned.

- 1.5 All declarations of pecuniary interest should be submitted to the City Clerk's Department in advance of the meeting.
- 1.6 It is the responsibility of each individual to ensure their equipment and technology is functioning properly prior to the commencement of the meeting. In the case there is a connection disruption of a member, the Chair may recess the meeting for up to 15 minutes to allow the member to attempt to reconnect to the meeting.
- 1.7 Electronic voting will be used where available, for voting purposes and administered by the Clerk. If a member of Council or Committee loses connection to the meeting, they will not be permitted to submit their vote. Voting by Consensus or recorded vote may be used as alternative methods.
- 1.8 All regular Council meetings will be streamed live to YouTube and, where possible, also broadcasted by Rogers.

2. Commencing the Meeting

- 2.1 The Chair will call the meeting to order at the prescribed start time as indicated on the Agenda.
- 2.2 The Clerk will conduct a roll call by taking attendance of the members present and confirm quorum of members.

3. Conducting Business

- 3.1 The Chair shall announce each Agenda Item and request the mover of each motion to read the motion into the record.
- 3.2 Council or Committee members, staff and the public shall speak through the Chair.

- 3.3 Council or Committee members shall use the “raise hand” function to ask questions and will be called upon in the order in which their hand was raised.
- 3.4 Once the speakers have concluded, the Chair shall call the vote.
- 3.5 Once all votes are conducted and completed, the Clerk will announce the results. If there are technical difficulties with electronic voting, all votes will be conducted via recorded vote.

4. Public Participation

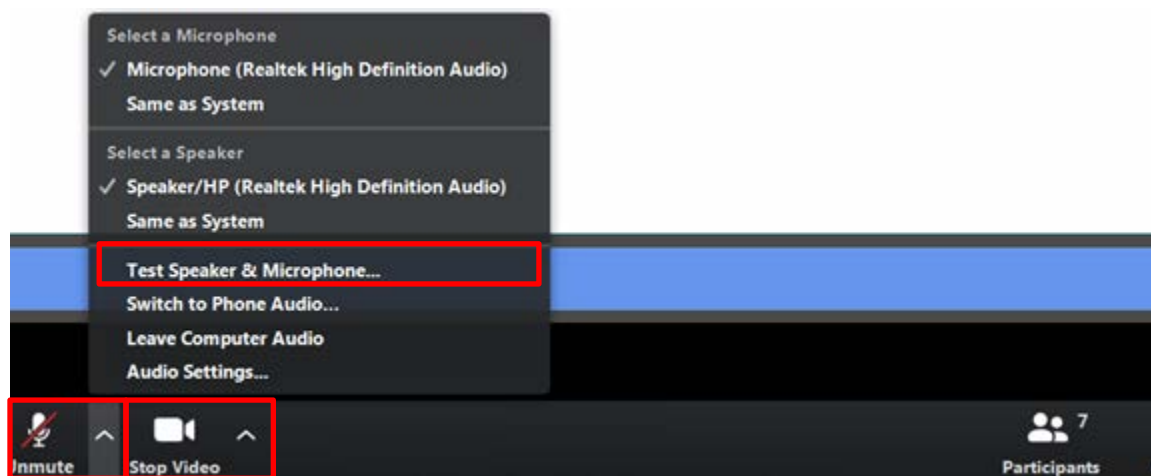
- 4.1 All requests to participate to an Electronic Meeting shall be made by way of electronic submission by filling out the registration form found on the [City Council Calendar](#) and by clicking the unique registration link for the meeting. All electronic participation requests must be received by 9:00 a.m. on the day of the meeting.
- 4.2 Members can also participate in the meeting via telephone and must also register in advance by calling 519-759-4150 x 5358 or by email at clerks@brantford.ca by 9:00 a.m. on the day of the meeting.
- 4.3 Members who wish to provide comment in writing or via email can be submitted by emailing clerks@brantford.ca prior to the meeting.
- 4.4 Confirmed delegates will be provided with instructions on how to enter the video conference via Zoom.
- 4.5 On the day of the meeting, all registered delegates should log into the meeting 30 minutes in advance of the start time to check-in with the Clerk and to ensure their equipment is in working order.
- 4.6 All members will be placed in the meeting, able to hear and watch but unable to speak or turn their camera on until they are called upon by the Chair.

- 4.7 The Clerk will control the muting and un-muting of all microphones. Please do not mute your microphone yourself so as to not impact the ability for the Clerk to control the speaking of members.
- 4.8 The Chair may indicate when the delegate has one minute left to complete their delegation.
- 4.9 When the delegation is complete, the member will be moved back into attendee format where they are able to watch and listen to the meeting but unable to participate.
- 4.10 All rules relating to delegations as part of the City of Brantford Procedural By-law (Chapter 15) remain in effect for persons speaking via Zoom or telephone.

Quick Reference for Zoom Delegates

When you hover over the bottom of your screen a menu will pop up for audio and visual.

To test your speaker click the arrow next to audio options and click “test speaker and microphone”



Clerks Staff will mute and unmute participants however if at any point you need to mute yourself, click the microphone on the bottom left hand side

of the screen. If you have muted yourself, you are the only one who can unmute yourself. To do so click the microphone.

If you are participating via webcam, Clerks staff will allow for your camera to be turned on when you are called by the Chair. If the camera does not automatically turn on, click the video camera at the bottom of the menu to turn on the camera.

NOTE: If you are muted or your camera is not on when you are called upon to participate, Staff will send a request to your computer to turn on the computer or microphone. Click “allow” to the message and the system will turn on.