



TOWN OF KENTVILLE POLICY STATEMENT I 02 VIDEO CONFERENCING

1.0 PURPOSE

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Be it resolved that Council approved *Policy Statement I-02 – Video Conferencing*, in respect to the conducting of meetings by electronic facilities, as authorized under Section 23 of the *Municipal Government Act*, and the policy is as follows:

4.1 A Council meeting or Committee meeting may be conducted by means of electronic facilities, if a member of Council is unable to attend, if:

(a) The meeting is a regular meeting of Council, or the meeting is not a regular meeting of Council and notice is given to the public of the meeting;

(b) The facilities enable the public to watch or listen to the meeting at a place specified in that notice;

(c) The facilities enable all the meeting's participants to watch or hear each other;

(d) The use of the policy is not being used to facilitate the scheduled extended leave from the Town of Kentville during vacations or unexcused leaves or 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.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: September 24, 2012
Revisions: November 28, 2016
January 2017. Reformatted.



CAO Mark Phillips