

## Remote Participation Municipal Scan

|                             | Edmonton   | Strathcona County  | St. Albert  | Toronto  | Regina  | Victoria  | Hamilton   | Vancouver   |
|-----------------------------|--|--|---|--|---|---|--|---|
| <b>Phone/Video</b>          | Phone  | Phone  | Phone   | Video – through Cisco WebX   | Phone via skype   | Phone   | No   | No  |
| <b>Quorum</b>               | Remote participant is not considered in quorum   | Remote participant is considered present and counts towards quorum.  | Remote participant is not considered in quorum  | Quorum is required at the meeting location (provincial legislation).   | Remote participant is not considered in quorum.   | A majority of the members of Council are physically present at the meeting.   |  |   |
| <b>Closed Meetings</b>      | Yes, phone calls are directed to the closed meeting space  | Yes, they must be alone in a secure location.  | No. Council members cannot attend the in camera portion of the meeting via telephone  | No. If the committee goes into closed session, the audio is muted and the video feed is cut (no remote participants in closed meetings)  | Yes, remote participation is allowed in closed meetings.  |   |  |   |
| <b>Voting</b>               | Voting is done verbally if participating through a communication facility that does not permit electronic voting.  | Uses electronic voting as standard in council meetings, so the Chair will ask the remote participant for their verbal vote, and the legislative officer inputs the vote into the system.   |   | Voting by voice or raised hands.   | Currently voting is done by raising hands, so the chair will ask the remote participant how they are voting                 | Voice vote by remote participant "aye" or "nay"   |  |   |
| <b>Procedures/Standards</b> | Members must give 24 hours' notice. Allowance for more than one participant at a time. Councillor must confirm they are in a private and secure area for closed meetings. Any question of privilege or point of order they would advise the chair and it would be addressed right away (either by text or email, no set preference). | Chair identifies at the beginning of the meeting that a member is participating via conference call. The remote member accesses all the meeting material via eSCRIBE. Standards – to participate remotely should not be in a busy location. Best practice would be in a hotel room or meeting room with closed door. | Procedure Bylaw<br>A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the Act and policies and procedures adopted by council | Currently only being implemented for one committee (GTAH) to fill a need for retention of committee members. Video is on through the entire meeting, audio only active when people are speaking into the microphone. | Recommend that the remote participant be in a quiet room with good internet connection (as it's facilitated through skype). | (1) Up to 2 members of Council may participate electronically in a Council meeting if<br>(a) at least 72 hours before the meeting those members notified the Corporate Admin. of their intended absence;<br>(b) a majority of the members of Council are physically present at the meeting.<br>(2) If more than 2 members wish to participate electronically in a meeting, the 2 that may do so must be chosen by lot conducted by the Corporate Admin.<br>(3) There is no limit to the number of times a member may participate. | The new Municipal Act (Bill 68) permits electronic participation, however, The City of Hamilton did not approve, at this time, the use of electronic participation at Council and/or Committee Meetings. Directed Administration to include a section in their procedure bylaw prohibiting electronic participation. | Permitted in the Vancouver Charter. Recommendations will be presented to Council before the August break. Will be recommending to permit remote participation, and only in Council and Council Committee meetings (not in advisory committee meetings with public members). |

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| <b>Speaking Queue</b>    | Remote participant emails or texts meeting manager to get into the speaking queue | Remote participant is either always the first speaker or the last speaker in queue. Had considered emailing or texting, but decided to keep it simple. |  | A WebX moderator is staffed in every committee meeting specifically to handle any remote participants – including ensuring the chair knows they want to speak.  | Members present in the room will speak first, and then the chair will ask specifically if the remote participant wants to comment |  |          |           |
| <b>Logistics of Note</b> | Remote participant mutes their own line.  | The legislative officer can control the conference call features (including muting)  | Dedicated line in council chambers (and the telephone is hard-wired to the sound system) | Currently two laptops are set up in the committee room – one which streams the live feed from remote participants (and displays on large screen) and one which displays the in-room feed and presentations. | Regina uses Skype through Office 365 to facilitate remote participation. The member calling in mutes and opens their line.        | (1) If there is an interruption in the communications' link to a remote member, the other Council members may: (a) decide on a short recess until it is determined whether or not the link can be re-established, or (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.<br>(2) Cannot participate electronically in the following public hearings: a) hearings where section 890 of the Local Gov. Act applies; (b) hearings for heritage conservation |          |           |