

## **Process for Members of Council's Remote Participation in Council and Council Committee Meetings**

### **Principles**

1. A "Remote Member" is defined as a Member of Council who intends to attend a Council or Council Committee Meeting remotely.
2. Remote participation is available when a Member of Council is unable to attend a Council or Committee meeting because the member:
  - a. will be absent on Council business at the direction of Council;
  - b. is unable to attend the meeting for personal reasons or personal reasons of their family.
3. Remote participation will only be used in the following meetings:
  - a. Regular, Strategic, and Public Hearing Council Meetings; and
  - b. Council Committee Meetings where the City Clerk's Office provides legislative services. These are:
    - i. Standing Policy Committees:
      1. Community and Protective Services;
      2. Planning and Urban Development;
      3. Transportation and Transit; and
      4. Utilities and Corporate Services.
    - ii. Audit Committee;
    - iii. Priorities and Finance Committee;
    - iv. Intergovernmental Affairs Committee;
    - v. Gas, Power and Telecommunications Committee;
    - vi. 2026 Olympic and Paralympic Winter Games Assessment Committee, and
    - vii. Event Centre Assessment Committee.
4. Remote participation will be available in Public Hearing Council Meetings, but Remote Members are not able to vote.
5. Remote participation will only be used in the following locations:
  - a. Council Chamber;
  - b. Council Chamber Lounge;
  - c. Council Boardroom;
  - d. Calgary Power Reception Hall;
  - e. Legal Traditions Boardroom;
  - f. Electric Light Committee Meeting Room; and
  - g. Other locations as determined by the City Clerk.
6. A Remote Member is deemed to be present at the Meeting, but does not count towards quorum. Quorum must be met with those Members of Council physically present in the Meeting location.
7. The Remote Member retains all other rights and privileges as stated in the Procedure Bylaw, (e.g., to vote, except in a Public Hearing as indicated above).

8. The time a Remote Member joins and leaves the Meeting will be noted in the Minutes.
9. Speaking:
  - a. The speaking queue for the Remote Member may be determined as either first or last in queue.
    - i. If the Remote Member wants to be moved in the speaking queue, he/she can email the Chair or the Clerk.
10. Voting:
  - a. Voting will follow the procedure outlined in the Procedure Bylaw.
  - b. If a recorded vote is requested in a Council Meeting the Clerk will administer on behalf of the Remote Member, through email. The email will be destroyed with the other recorded vote slips.

### **Steps to be Followed for Remote Participation**

1. Request from a Member of Council for remote participation should be received by the City Clerk at least one week in advance for inclusion in the Agenda, so that notice of the remote participation is provided to the other Members of Council and to the public.
2. Depending on the meeting, in consultation with the City Clerk, the Chair can determine a limit to the number of Remote Members.
3. Access codes for the conference line will be provided to the Remote Member prior to the scheduled Meeting.
4. Remote Member to provide a contact number to the Clerk prior to the Meeting.
5. Remote Member to ensure they are in a location that limits background noise, and they are using a headset.
6. The Clerk will contact the Remote Member before the start of the Meeting, to ensure a clear connection can be made.
7. The Chair will announce at the start of the Meeting that a Member of Council will be participating remotely.
8. For a recorded vote, Remote Member will provide written vote to the Clerk through email.
9. If participating in a Closed Meeting, the Remote Member must ensure that no one can hear or record comments made by any Member of Council.
10. Any paper based distributions and presentations received at the meeting will not be shared with the Remote Member.
11. The Remote Member is responsible for opening and muting their own line. It is best if the line is muted any time the Remote Member is not speaking.
12. If the line becomes disconnected, the Clerk and/or the Remote Member will get the line restored.

13. Live streaming can be used for reference only as there is a 30 second time delay.