

**HYBRID (A COMBINATION OF VIRTUAL & IN-PERSON ATTENDEES) PARTICIPATION
BY CITIZEN COMMITTEE MEMBERS
AT
SUB-COMMITTEE AND ADVISORY COMMITTEE MEETINGS
PROTOCOLS AND PROCEDURES**

Meetings of Sub-Committee and Advisory Committees by Hybrid Means

Invitations to meetings will be sent to all Citizen Committee members of Sub-Committees and Advisory Committees in the form of an Outlook/WebEx invitation.

All Sub-Committee and Advisory Committee meetings will be livestreamed, with each Citizen Committee member whether attending in-person or virtually, joining the meeting via WebEx.

Delivery of Agendas and Addendum Items

The delivery of agendas and addendum items to Citizen Committee members of the Sub-Committees and Advisory Committees, the media and the general public will be distributed simultaneously as per Section 12.2 of the By-law 21-021 (Procedural By-law) in electronic format only, available on the City's website.

Accessing Agendas, Addendum Items and the Merged Agendas (Original Agenda + Addendum Items)

The Senior Leadership Team and City staff will access the agendas, addendums and the merged agendas on eSCRIBE or on the City's website.

The Citizen Committee members of the Sub-Committees and Advisory Committees, the media and the general public will access the agendas, the addendum items and the merged agendas on the City's website.

Participants

It is expected that at times, any Citizen Committee member of the Sub-Committees and Advisory Committees or staff may participate in the meeting either in-person or virtually.

Citizen Committee members of Sub-Committees and Advisory Committees who intend on participating at a meeting virtually will be required to advise the Clerk at least 2 days prior to the meeting.

Attending Hybrid Meetings

The Chair will be required to attend the meetings in-person.

Citizen Committee members of Sub-Committees and Advisory Committees and staff attending the meetings virtually or in-person will be required to sign into the WebEx meeting, via the link in the invitation in the member's calendar, at least 30 minutes prior to the start of the meeting for testing purposes.

Votes will be conducted by a show of hands whether members are attending in-person or virtually.

Citizen Committee members of Sub-Committees and Advisory Committees and staff attending in-person or virtually will signify their request to speak in the WebEx chat.

Citizen Committee members of Sub-Committees, Advisory Committees and staff will continue to unmute their own microphones when they are recognized by the Chair, with staff having the ability to mute members and staff, if necessary.

Citizen Committee members of Sub-Committees, Advisory Committees and staff participating virtually are to ensure there is no background noise at their location that would interfere with the meeting.

Staff participating virtually during a closed portion of a meeting are to ensure they are in a private room and to ensure that they are in the Closed portal of eSCRIBE.

Upon being apprised that a hybrid meeting is interrupted and cannot proceed with its live feed, due to loss of connection, sound or video, the meeting will continue as long as quorum is maintained with the connection being resumed as soon as possible.