

**HYBRID (A COMBINATION OF VIRTUAL & IN-PERSON ATTENDEES) PARTICIPATION  
BY MEMBERS OF COUNCIL**

**AT**

**COUNCIL, STANDING COMMITTEE, SUB-COMMITTEE,  
LOCAL BOARD, AND ADVISORY COMMITTEE MEETINGS**

**PROTOCOLS AND PROCEDURES**

***Meetings of Council, Standing Committee, Sub-Committee, Local Board and  
Advisory Committee Meetings by Hybrid Means***

Invitations to meetings will be sent to all members of Council and respective Standing Committee, Sub-Committee, Local Board, and Advisory Committee in the form of an Outlook/WebEx invitation.

All Council, Standing Committee, Sub-Committee, Local Board and Advisory Committee Meetings will be livestreamed, with each member of Council 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 members of Council, Senior Leadership Team, 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)***

Members of Council, Senior Leadership Team and City staff will access the agendas, addendums and the merged agendas through eSCRIBE or on the City’s website.

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 member of Council or staff may participate in the meeting either in-person or virtually.

Members of Council who intend to participate at a meeting virtually will be required to advise the Clerk at least 2 days prior to the meeting.

## ***Attending Hybrid Meetings***

The Mayor, Deputy Mayor or Chair will be required to attend the meetings in-person.

Members of Council, members of the Senior Leadership Team 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 and eSCRIBE, at least 30 minutes prior to the start of the meeting for testing purposes.

Votes will be conducted through eSCRIBE for Members of Council attending in-person or virtually.

When a Member of Council at a hybrid meeting of Council or Committee does not disclose a pecuniary interest, and does not vote electronically on a Motion, the Mayor/Chair will call on the member to vote 3 (three) times, if the member doesn't respond the member will be noted as being 'Not Present' during the vote (Section 6.2 (9), By-law 21-021)

Members of Council attending in-person or virtually will use eSCRIBE to initiate their requests to speak.

Members of Council and staff will continue to unmute their own microphones when they are recognized by the Mayor or Chair, with Clerks staff having the ability to mute members and staff, if necessary.

Members of Council, members of the Senior Leadership Team and staff participating virtually are to ensure there is no background noise at their location that would interfere with the meeting.

Members of Council, members of the Senior Leadership Team and 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 as long as quorum is maintained continue with the connection being resumed as soon as possible.