Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	Council – General	0530
Title:	Electronic Meeting Participation Requirements	2020-04

Related Documents

Number	Title
01-0530-2019-01	Mayor and Council Guidelines
01-1490-2022-01	Remote Attendance and Work Outside of Canada

Approvals

Approval Date: May 26, 2020	Resolution #: *RC20/212*
Amended: May 16, 2023	Resolution #: *GLC23/024-027*
Amended: November 14, 2023	Resolution #: *RC23/263-264*
Amended: January 21, 2025	Resolution #: *GLC25/006*
Amended: September 9, 2025	Resolution #: *GLC25/033*

Policy

This policy sets out the requirements for participating in City business related Electronic Meetings conducted (wholly or as a hybrid meeting) by means of electronic or other communication facilities (for Council and Committee meetings, this is per section 9(1) of the Council Procedure Bylaw, as amended from time to time). This policy differentiates emergency electronic meetings from electronic meetings in general to allow for fewer participation requirements in emergency situations.

Definitions

“Advisory Body” means a committee, board, task force, commission, or like group established by a Council-approved terms of reference and/or mandate.

“Attendee” refers to a person invited to attend and observe an Electronic Meeting and may apply to persons from external organizations/municipalities, staff, the public, etc.

“Designated Platform” refers to the meeting systems and software specified by the Information Services Division, which may change from time to time. The City currently uses Zoom Meetings, Zoom Webinars, Microsoft TEAMS, and eScribe.

“Electronic Meeting” refers to a meeting of City business, Council, or Advisory Body conducted (wholly or as a hybrid meeting) by means of electronic or other communication facilities. In this policy, Electronic Meeting, in the context of a Council/Committee meeting, refers to such meetings for which notice is provided in accordance with the requirements of the *Community Charter*, as amended.

“Member” refers to a member of Council or a member of a committee or an advisory body of Council (e.g.: board,task force, etc.).

“Participant” refers to a member of the Council, Committee/Advisory Body, or invited person that is participating in a meeting to facilitate the business of the meeting agenda.

Participation Requirements

1. Electronic Meetings in General
    1.1. Electronic Meetings will be held using videoconferencing software (e.g., Zoom, Microsoft TEAMS, etc.).
    1.2. Participation in Electronic Meetings solely by telephone is prohibited; however, Members may choose to use the telephone audio function as a substitute for the computer audio function while simultaneously using a computer, a tablet, or a smart phone app to participate in the videoconference.
    1.3. Individual Members may participate electronically in Regular and/or Closed Council meetings conducted in a hybrid format for a total of no more than six (6) days per

year. Approval from the Mayor or their designate is required to exceed this limit. Council permission is required for an extended period of remote attendance.

1.4. Members participating in Electronic Meetings must have functioning audio, must be visible, and must be able to both hear and see other Members at all times during a meeting.

1.5. While a Member is attending an Electronic Meeting, the video feed must be on at all times. Interruptions of the video feed caused by technical difficulties will be allowed if the Member notifies the Clerk and/or Chairperson and if it is temporary in nature, not lasting more than two minutes at a time.

1.6. A Member may leave and enter an Electronic Meeting without limits, except for those that may be set out in the Council Procedure Bylaw, as amended.

1.7. A Member who declares a conflict of interest must leave the meeting either by disconnecting from the meeting or by being placed into the waiting room; the Member will be readmitted to the meeting once the conflict item is concluded.

1.8. The location from which a Member is participating remotely must be free from background sounds, movements, images, and words that may interfere with the understanding of the Member's speech or distract other participants or viewers. When the Member is not speaking, no sound should be transmitted.

1.9. Blurred or virtual backgrounds may not be used in closed Electronic Meetings.

1.10. City of Port Moody Council and staff are permitted to use the approved corporate virtual backgrounds or blurred backgrounds in open meetings. Members (e.g.: Council or Committee members) or external meeting participants (e.g.: another municipality) may use blurred backgrounds or a corporate virtual background. Advertising is not permitted on virtual backgrounds. The Chairperson or meeting administrator may request backgrounds be turned off with cause.

1.11. This section applies to all Electronic Meetings, including open and closed meetings of Council and open and closed meetings of Advisory Bodies of Council.

2. Closed Electronic Meetings

2.1. The location from which a Member is participating remotely in a meeting that is closed to the public must be secured against access by anyone other than the participant.

2.2. In the case of unauthorized access to a Member's closed meeting location, that Member must immediately disconnect from the meeting or be placed into the waiting room by the meeting Chairperson or meeting administrator. Once the Member has re-established the security of the location, the Member may rejoin the meeting or, if placed into the waiting room, notify the meeting Chairperson or meeting administrator of their readiness for readmission.

3. Waiving Electronic Meeting Participation Requirements in Case of Emergency

3.1. Under extenuating circumstances, such as existing or foreseeable large-scale infrastructure failure affecting a majority of meeting participants, the Corporate Officer may suspend this policy by including the notification of the suspension of this policy in the notice of meeting.

Monitoring/Authority

This policy is to be administered and monitored by the Legislative Services Division. Changes to this policy must be approved by Council.