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**METRO VANCOUVER ELECTRONIC MEETING PARTICIPATION POLICY**

Effective Date: May 27, 2022

Approved By: MVRD Board

**Policy No. GV-037**

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**PURPOSE**

To establish procedures for the administration of, and participation at, electronic Board and committee meetings.

**DEFINITIONS**

**“Electronic Meeting”** means a meeting where some or all members are electronic participants;

**“Electronic Meeting Administrator”** means the Metro Vancouver staff member assigned to administer and operate the designated electronic meeting platform;

**“Electronic Participant”** means a member who participates in a meeting by means of electronic or other communication facilities; and

**“Member”** means a director of the Board, or a person appointed to a committee, as the context requires.

**POLICY**

The *Local Government Act*, together with the *Board Procedure Bylaw*, authorize electronic participants at Board and committee meetings.

Electronic meetings and participation should reflect in-person meetings and participation as closely as possible. When members are participating in Board and committee meetings as electronic participants, they are deemed to be present at the meeting and are to follow certain participation practices to facilitate the proceedings.

**1. Attendance / Quorum**

- a) A member who joins a meeting via electronic means is deemed to be present at the meeting.
- b) An electronic participant will be noted as present at the meeting whether their video camera is turned on or off, although members will make every effort to limit times when their video camera is turned off.
- c) In the case where an electronic participant becomes unavailable to participate in the meeting and is required to excuse themselves for a portion of the meeting, the electronic participant is to formally leave the meeting by exiting the designated electronic meeting platform, in an effort to maintain an accurate quorum count. The electronic participant is to then rejoin the

## BOARD POLICY

meeting via the designated electronic meeting platform when they become available to participate in the meeting again.

### 2. Remote Location Requirements

- a) Electronic participants will ensure their location is conducive to a formal meeting, including:
  - i. a background free from unnecessary or inappropriate visual or auditory noise; and
  - ii. no movements, images, items or sounds that may interfere with clarity of speech or that would create distraction for others.

### 3. Obtaining the Floor

- a) Electronic participants will keep their microphones muted unless they have been given the floor by the Chair or are raising a point of order or privilege.
- b) Electronic participants will obtain the floor (ie. seek permission from the Chair to speak) by using the 'raise hand' function in the designated electronic meeting platform.
- c) The Chair will give the floor to members in the order in which they raise their hands.

### 4. Voting

- a) In the event an electronic participant has their video camera turned off when a vote is called, they will be deemed as having voted in favour of the motion.

### 5. Confidentiality and Unauthorized Access

- a) During meetings which are closed to the public pursuant to Section 90 of the *Community Charter*, electronic participants must ensure confidentiality of the meeting is maintained at all times, including ensuring that no other person can hear or see any aspect of the meeting.
- b) In the case of unauthorized access to an electronic participant's closed meeting location, the electronic participant must immediately disconnect from the meeting or be placed in the waiting room by the electronic meeting administrator. Once the electronic participant has re-established the security of their location, the electronic participant may rejoin the meeting, or if placed into the electronic waiting room, notify the electronic meeting administrator of their readiness for readmission.

### 6. Conflict of Interest

- a) If an electronic participant finds themselves in a conflict of interest while attending a meeting electronically, they will:
  - i. use the 'raise hand' function in the electronic platform and once granted the floor by the Chair, declare their conflict of interest;
  - ii. be placed in the electronic waiting room by the electronic meeting administrator for the duration of the item; and
  - iii. be re-admitted into the meeting following the matter being dealt with by the Board or committee.

### 7. Technology Issues

- a) In the event an electronic participant experiences technical problems which prevent the electronic participant from hearing, or being heard, the electronic participant should make every effort to communicate with the electronic meeting administrator to resolve the issue.
- b) In the event the technical problems cannot be resolved, the electronic participant must leave the meeting by exiting the designated electronic meeting platform.