

Appendix B

Schedule A to By-law – Hybrid Meeting Procedure

1. PURPOSE AND APPLICATION

This procedure is intended to establish rules and practices governing the process for participating and conducting Council and its Committee Meetings in an electronic format.

The procedure applies to all Council and Committee meetings, both open and closed sessions, where an element of electronic participation is present which creates a hybrid meeting format whereby some Members, staff and the public attend in-person while others participate electronically (virtually).

This guide may change due to practical application and the use of different technologies.

2. AUTHORITY

On July 21, 2020, through Bill 197, the Ontario Government made amendments to the Municipal Act to permanently allow quorum for electronic meetings outside of an emergency.

Through By-laws 20-030 and 20-073, amendments to the City's previous Procedure By-law 18-15 were subsequently made to permit Cambridge City Council to hold electronic meetings and a pilot procedure was put in place until Hybrid meetings were implemented at the City of Cambridge.

The procedure outlined in this document has been prepared as part of the Procedural By-law Review commenced in 2021.

The City Clerk and Deputy City Clerk administer and oversee this procedure in accordance Municipal Act, 2001 and the City of Cambridge Procedure By-law.

3. DEFINITIONS

“City” means The Corporation of the City of Cambridge.

“Chair” means the Mayor or Acting Mayor of City Council or the Chair or Acting Chair of a committee meeting.

“Council” means the City's elected representatives, comprised of the Mayor and Councillors.

“In Person Delegate” means a person or persons attending to address Council or its committees in person. This may also include those providing presentations in accordance with the Procedure By-law or those attending for Statutory Public Meetings.

“Electronic Meeting” means a meeting called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.

“Virtual Participation/Participants” means meeting attendance not in-person or electronically.

“Host Computer” means the Staff person and computer that has the scheduled start, stop of the meeting, and can share presentations or other materials as need.

“Hybrid Meeting” means a type of meeting operation that includes both in-person and virtual (off-site) attendees.

“Meeting Management Software” means the chosen technology to support meeting facilitation. This may include agenda, minutes and voting processes.

“Member” refers to a member of a Council, of a local board or of a committee of either of them.

“Procedure By-law” means the City’s by-law governing the calling, place and proceedings of meetings of Council and its committees.

“Request to Speak Queue” means the function of electronically managing the list of Members who have indicated their desire to speak through the AV System in Council Chambers.

“Virtual Delegate” means a person or persons appearing by virtual participation to address Council or its committees. This may also include those providing presentations in accordance with the Procedure By-law or those appearing before Statutory Public Meetings.

4. HYBRID MEETING PROCEDURE

4.1 Technology

The method and technology used for a Hybrid Meeting in Open Session or Closed Session shall be determined by the City Clerk/designate, based on advice and resources available from the City’s Technology Services staff and taking into consideration the circumstances and context for the given meeting.

The meeting agenda will inform the public on how to connect to the meeting and will set out public participation parameters.

It is the responsibility of those participating virtually to ensure there is nothing preventing their participation within the meeting and that they have the internet connectivity required to join the Conference System effectively. Clerks and Technology Services staff will be available a minimum of 30 minutes before the start of the meeting to test technology and assist Council Members and staff, where possible, with any connection issues that arise.

If a Member who is participating virtually runs into connectivity issues and is unable to have their camera on they may be brought into the meeting over the phone but will not be able to vote until such time as connectivity is restored and they are able to turn their camera on again. If they cannot be brought in over the phone, the Chair may recess the meeting to allow for attempts to reconnect. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the Member. In such cases, the Member may request the item being discussed be deferred.

At any time during the meeting, should technical difficulties or other unforeseen matters require a recess, the Chair or City Clerk/designate will issue instructions on how the meeting will resume. **The meeting may not proceed unless both the in-person and virtual Members are able to join and the public live stream is active.**

4.2 Attendance and Notice to the Clerk

Where virtual participation is chosen, notice is required to the Clerk no less than 48 hours (2 days) before the meeting in order to facilitate participation, with the exception of in-person and virtual delegations or persons attending a Statutory Public Meeting that register in accordance with the provisions of the Procedure By-law or attend as a representative. No notice being received, the in-person participation shall be the default.

Members who decide to participate virtually in a meeting are encouraged to notify the Clerk if their circumstances change and they decided to instead participate in-person.

The Chair of the Hybrid Meeting shall, unless for emergency or extenuating circumstances, attend at a designated meeting space supported by the Clerk.

Attendance on the Conference System shall be reserved to Members of Council or Committee, as the case may be, Staff and registered virtual delegations or participants of a Statutory Public Meeting. Those wishing to view the meeting shall do so either by being present in-person (providing capacity limits permit social distancing) or viewing the live broadcast of the meeting on the City's YouTube Channel. Where a meeting is not broadcasted but is open to the public, those wishing to attend the meeting may do so in-person.

The Clerk may remove any unauthorized person(s) joining the Conferencing System.

Any declarations of pecuniary interest and amending motions should be submitted in advance of the meeting to the City Clerk/designate by email.

4.3 In-person Seating in Council Chambers

In keeping with current COVID-19 guidance, it is at the Member's discretion as to whether they wear a medical grade mask during in-person attendance at meetings.

As required, Members may be seated to maximize physical distancing, where feasible.

Seating in the gallery area may be adjusted to provide physical distancing where required through public health directives.

4.4 Logging onto the Conference System

All Members of Council and senior staff participating in the meeting virtually are encouraged to log into the system on their City issued devices at least **30 minutes** prior to the start of the meeting using the link provided by the Clerk's office in advance of the meeting.

Virtual attendees are required to blur their background upon entering the meeting to protect the privacy of those around them and to minimize distractions during the meeting.

4.5 Quorum, Scheduling & Participation

A Member of Council, a local board or a citizen committee who is participating virtually in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the *Municipal Act, 2001*, as amended.

There shall be no restriction on how often each Member of Council shall be allowed to participate virtually in a year nor a limit on the number of consecutive meetings that a Member of Council can participate in virtually.

Members attending virtually should announce their departure verbally prior to leaving the meeting.

All Members should advise the Clerk if they expect to be absent or late to a meeting.

4.6 Member Conduct

In-person participants are not required to log into the Conference System during Open Meetings as the camera system in Council Chambers will display the images of all in-person attendees and will zoom in on Member's when they speak into the microphone system in Chambers.

Members participating virtually must have their camera on at all times during the meeting in order to count towards quorum and may only have their camera off if extenuating medical reasons prevent them from having their camera on and arrangements have been made with the Clerk prior to the meeting.

Where virtual participation is chosen, Members must ensure there is no background noise at their location that may interfere with the meeting and shall mute their device when not participating.

Members will take direction from Mayor/Chair in order to facilitate an effective, efficient and orderly meeting.

The Chair shall announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

4.7 Staff Conduct

In-person attendance will be expected of CLT, Clerks staff and report authors who are presenting unless a medical exemption exists that prevents the individual from attending in-person.

Authors with reports on the Consent Agenda and Senior Management Team who have no reports on the agenda will only be permitted to attend virtually.

All staff participating virtually are required to have their name and title OR name and City of Cambridge if appearing on camera.

Staff attending virtually must ensure there is no background noise at their location that may interfere with the meeting, and for muting their device when not participating.

It is the expectation that staff dress appropriately for meetings, whether attending in-person or virtually. Business attire is considered appropriate for the purposes of Council and Committee meetings.

Staff that intend to join the meeting virtually must let their Executive Assistant know which items they need to attend the meeting for and this information will be communicated to Clerks in advance of the meeting. Staff should then reach out to the Clerks Office directly to obtain the link to the Conference System by contacting Clerks@cambridge.ca. Staff who receive the link to the Conference System shall not share the link with other staff, consultants, applicants or the public generally.

4.8 Commencing the Meeting

The Chair shall call the meeting to order at the prescribed start time as indicated on the agenda.

The City Clerk/designate will conduct a roll call by taking attendance of the Members present and confirm a quorum of Members is present.

The Chair will introduce those in attendance, as customarily done at in-person meetings including reading the Land Acknowledgement.

The Chair shall call for Declarations of Pecuniary Interest to be announced from Members present, noting that any Declarations must also be submitted to the City Clerk/designate in advance of the meeting.

4.9 Voting and Speaking Rights of Members

Motions (The Mover's List) and other documents will continue to be delivered to Members. Presentations will be screenshared in the Conference System and visible to Members attending both in-person and virtually.

The Mayor/Chair shall announce each agenda item and will advise of any presentations from staff or external guests prior to the mover placing the motion on the floor.

Where indicated on the Agenda, staff will provide a presentation to Council, and may pause for questions of clarification from Council prior to the matter being placed on the floor as a motion.

The Mayor/Chair shall announce each agenda item and indicate the mover of each motion.

The mover of the motion will then read the motion into the record as well as announce the seconder of the motion.

The Mayor/Chair shall invite Members to request to ask questions of clarification. Both in-person and virtual participants will use the Request to Speak Queue to get on the speaker's list as this feature is equally available to all meeting participants.

The Mayor/Chair shall invite Members to comment on the motion. Members shall make a request using the Request to Speak Queue through the AV System in Council Chambers. The Request to Speak Queue will be accessible to Members participating virtually by way of the City issued iPads.

Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Mayor/Chair shall call the vote.

Recorded Votes will be administered by the City Clerk/designate through the AV System in Council Chambers, where possible, and the results will be displayed by the Host Computer once voting has concluded. The City Clerk/designate will announce the results of votes and subsequently record the result of the vote in the minutes.

Where either the AV System is not engaged or the vote is called by a show of hands from the Chair, the following guidelines apply when a Hybrid Meeting is being conducted:

- In-person Members to be recognized first for speaking, followed by virtual participants;
- The votes of those attending in-person shall be confirmed first followed by Electronic Participants;
- If a Member participating virtually is called for their vote response and no response to indicate their vote is received, the City Clerk/designate will mark them absent for the vote.

Members are requested to submit amendments to motions in writing to the City Clerk/designate in advance of the meeting.

Members are requested to submit Notices of Motion in writing to the City Clerk/designate in advance of a meeting and the Clerk/designate will work with the Member on distribution of the motion.

4.10 Closed Session

In the event of a Closed Session, Council will convene in the Cambridge Room located in Old City Hall.

Prior to the commencement of a Closed Session, the City Clerk/designate shall:

- ensure the Chair calls for a motion to Consider Matters in Closed Session;
- indicate to the Chair once the meeting is secure; and
- Instruct all virtual attendees to have their camera on during Closed Session and to turn off any blurred backgrounds.

Once the Closed Session has ended, Council will relocate to Council Chambers where the remainder of the proceedings will be broadcast over the Live Stream.

In accordance with the provisions of the Procedure By-law, Members shall not in any way disclose to any person or other body, by any means, any reports or items or of discussions, regarding any matters that are confidential and are part of a confidential agenda, without approval of such release by Council.

Any printed Closed Session materials received by Members shall be returned to the Clerk for destruction at the conclusion of Closed Session.

4.11 Delegations and Registration Process

All delegates shall register with the City Clerk's Office by e-mail, the online [Delegation Request Form](#) or by telephone. A phone number, a secondary number, name and information regarding the matter you are speaking to is required to ensure registration for all delegations.

Delegations will have the option participate at the Meeting either in-person or virtually, such participation shall constitute an appearance before Council or Committee in accordance with the Procedure By-law.

Written delegation submissions shall be submitted to the City Clerk's office at clerks@cambridge.ca prior to the start of the Meeting, and shall be provided to Members in advance of the meeting by email.

For Special Council Meetings the Clerk will review and authorize all delegation requests to ensure they are related to agenda items for the meeting.

There are four methods to speak at Council and Committee Meetings, delegates may:

- Submit written correspondence through email ahead of the meeting for distribution, and not attend in-person or virtually to speak at the meeting;
- Submit written correspondence, via the City of Cambridge mail drop-box located at the exterior entrance to City Hall;
- Register to speak either in-person or virtually at the meeting; or
- Call in to speak to a specific Statutory Public Meeting item and attend virtually at a meeting

During the delegation portion of the meeting, the Chair will invite those registered to address Council and the Clerk/designate shall facilitate the speaking opportunity along with any materials that were submitted in accordance with the Procedure By-law.

Should a delegate that is appearing virtually experience technical disruption, three attempts will be made to facilitate an alternative Electronic Participation. Where the attempts are unsuccessful, the meeting shall continue in the absence of the delegate and the Clerk's Office will follow up with the delegate to invite them to send in written correspondence that can be included for Council's review as part of the meeting minutes.

4.12 Contacting Delegations

The City Clerk's Office will act as the conference host for delegations and will facilitate the Conference System invitation for virtual delegations where needed.

Once the City Clerk's office receives the completed [Delegation Request Form](#) from a delegation, the City Clerk's office will provide further instructions about what to expect during the meeting regardless of whether the delegation is appearing in-person or virtually.

Delegates will be called upon for the item they are speaking to in the order they appear on the agenda, or the order of when they registered or called in for a Statutory Public Meeting.

If the virtual or call-in (in the case of Statutory Public Meetings) delegation cannot be reached by the City Clerk's Office when it is their turn to speak, a second attempt will be made to reach the delegation. A third and final attempt will be made once all other delegations have been heard.

Delegates shall be advised once their time to speak has expired.

Once the delegate has been thanked by the Chair, further questions may be asked by Members of Council, following questions the connection with the virtual or call-in delegate will be ended and the delegate may continue watching the Live Stream on YouTube.

4.13 Public Participation for Confirmed Registered Delegations

Requests to delegate to a Hybrid Meeting under this procedure shall be made by way of electronic submission, submitted to the Clerks Department at clerks@cambridge.ca by noon the day before the meeting. If the meeting is on a Monday, requests to delegate shall be submitted by noon on the day of the meeting. Presentations or written submissions shall be provided to Members in advance of the meeting. Written submissions received after the meeting will be included in the minutes of the meeting.

All delegates who register on-line shall receive an e-mail from the City Clerk's Office with instructions for participation depending on whether they will be appearing in-person or virtually.

All delegates who register via telephone shall receive verbal instructions from the City Clerk's Office regarding their attendance.

All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all Members in advance.

If delegations wish to use written materials or a presentation, these materials shall be provided to the Clerk's office by noon the day of the meeting and should be provided in PowerPoint, Word or PDF format. Materials may not be accepted beyond this deadline.

All rules in the Procedure By-law with respect to delegations shall apply to in-person and virtual participation.

On the day of the meeting, all registered virtual delegates should log into the Live Stream of the meeting on YouTube in advance of the meeting start time, and be prepared to mute their Live Stream audio when staff make contact via telephone to have them enter the meeting and complete their remarks. Following the delegation's remarks and any questions from Council, delegates may resume watching the Live Stream on YouTube.

The Chair will notify delegates that a bell will chime when the delegate has one-minute left to complete their delegation. It is the decision of the Chair/Clerk to grant additional time to group requests for delegations and delegates may be limited to a (5) minute time limit in accordance with the City's Procedural By-law.

4.14 Public Participation for Statutory Public Meetings

Delegates wishing to speak at a public meeting held under the provisions of provincial legislation, such as the *Planning Act*, R.S.O. 1990, c. P.13, as amended, shall not be required to register in advance.

Under normal circumstances, registration for delegating at a Statutory Public Meeting is not required but acceptable. For those choosing to register in advance of a Statutory Public Meeting, requests should be made by way of electronic submission, submitted to the Clerks Division at clerks@cambridge.ca by noon the day of the Public Meeting. Submissions shall be provided to Members in advance of the meeting.

All requests to delegate should contain a copy of the delegate's intended remarks which will be circulated to all Members in advance as a back-up to technology.

If delegates do not register ahead of a Public Meeting, they may participate in one of the following ways:

- Attend the meeting in-person and approach the podium when the Chair opens the floor to delegations.
- By following along with the YouTube Live Stream and contacting the City at the posted number once the meeting begins to request to speak to the Public Meeting item that is being considered. Delegates choosing to call in will be called into the Zoom meeting over the phone and by audio only at the appropriate time.

If delegations wish to use written materials or a presentation, they should register to be a delegation and these materials should be provided to the Clerk's office by 9:00 a.m. the day of the meeting. Materials may not be accepted beyond this deadline.

Following the delegation and any questions from Council, virtual delegates may resume watching the Live Stream on YouTube.

Delegates are to conduct themselves in accordance with the City of Cambridge Code of Conduct during Public Meetings. The Mayor/Chair may cause to be expelled and excluded any Member of the public who creates any disturbance or acts improperly during any meeting of Council.

4.15 Procedural Matters

When the question is called on a motion by the City Clerk/designate, a Member or Members participating both in-person and electronically shall state verbally whether they are for or against, rather than by a show of hands;

Any Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as those participating in person;

Both in-person and virtual Members participating in a meeting may declare a pecuniary interest by emailing the declaration form to the City Clerk/designate in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.

If a Member has indicated that they have a pecuniary interest they will be required to not be present during that portion of the meeting when that matter is being dealt with, they are required to leave their seat if participating in-person or turn their video off if participating electronically until the next item of business.

Hybrid Meetings may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the *Municipal Act, 2001*.