

THE CORPORATION OF THE
CITY OF WHITE ROCK
MEMORANDUM

To: City of White Rock Advisory Bodies / Committees

From: Director of Corporate Administration

Date: December 9, 2020

Re: **Meetings Held via Electronic Means**

Thank you all for your patience as we work through the process of conducting meetings through electronic means during the pandemic. Your patience is appreciated.

This memo serves as a reminder we are now meeting electronically / on camera. All City meetings are now live-streamed and available for viewing at any time through the City archives. This is an important element as it serves the public who, due to restrictions of the Public Health Officer, are not able to attend the meetings in person.

There are some things to consider now that members are participating from home:

- Ensure you are in a quiet area where there will be limited interruption and that your WIFI connection is strong
- It is preferred that participants use earphones or ear buds that include a microphone. This allows for clear sound through the feed while your remarks are being delivered as well as eliminating background noise
- When possible please keep your camera on during the meeting so we can confirm we have quorum at all times. If, for some reason, you are not able to have your camera on ensure that you are voting verbally so that the Chairperson can recognize your vote
- Unless you are speaking please keep yourself on mute.
- You must be acknowledged by the Chairperson prior to speaking. Please raise your hand to be viewed on camera or use the “raise your hand” function when you wish to speak and wait to be called on by the Chairperson. Disruptions during a meeting may result in staff having to mute participants in order to ensure everyone gets an opportunity to be heard
- As all Committee meetings are being live streamed on the City Website, if there is a distraction (i.e. you are interrupted during a meeting, moving to find a better signal, etc.) please turn your camera off until the issue is resolved

As a reminder and in accordance with City policy all attending and participating at a City meeting shall conduct themselves in a respectful manner. The Chairperson is the presiding member of the meeting. One of their duties is to ensure all in attendance are conducting themselves in a respectful and profession manner toward each other.

In accordance with the Council's Committee Code of Conduct – Policy 120:

- Verbal attacks upon the character or motives of other Committee Members, Council, staff, members of the public, or guests of the meeting will not be tolerated
- The Chairperson's role and right is to put a stop to behavior that is contrary to respectful conduct. For meetings conducted via electronic means, if there is behavior that the Chairperson, Council Liaison, staff or Committee member considered to be not respectful or professional the Chairperson will request there be a stop to it where the Committee Member's microphone will be muted.

NOTE: If anyone participating in the meeting believes that someone is not conducting themselves, as required by Council Policy 120, they have the right to ask to be heard and everyone else will be muted. This will be done so the concern can be raised without interruption and anyone not conducting themselves as required has the opportunity to stop and take a breath. At this point the Chairperson, Councillor Liaison or staff will give the opportunity to amend the conversation direction as well as remind whoever is not adhering to the Code of Conduct of Council's / the City's expectations.

- Following this, if the behavior persists the microphone for that person will be muted for the remainder of the meeting and what occurred will be recounted by the Committee Clerk to the Chief Administrative Officer (CAO). In accordance with the Code of Conduct policy the CAO will meet with the Committee member and if this is viewed to occur again, information regarding the conduct will be brought before Council to be considered.

City Roles at Advisory Body Meetings Defined:

- Staff Liaisons attend the meetings to answer questions and / or bring forward information in which they have an expertise given their role with the City. An Advisory Body cannot direct staff to take action without the endorsement of City Council.
- Council Liaisons attend meetings, participate / contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.
- The Committee Clerk is in attendance to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee Clerk states an item of concern or when they give direction in regard to meeting process that it is adhered to.