



Village of Baddeck

By-Law 2023-02

Title: 2023-02 Virtual Meeting By-Law

02.01 General

1. In this by-law, "meeting" means a regular or special meeting of the Village Commission or committee of the Village, but does not include a meeting of electors, annual or otherwise, where a vote of electors is required.
2. This by-law applies to committees established by the Village Commission, with such changes as the context requires.
3. Except as provided in this by-law, Commissioners and committee members must attend meetings in person.



Village of Baddeck

492 Chebucto Street
Unit 5, P.O. Box 63
Baddeck, Nova Scotia B0E 1B0

02.02 Virtual meeting and attendance

1. The Village Manager may require all Commissioners appear at a meeting by videoconference if:
 - a. A meeting by videoconference is supported by a majority of Commissioners;
 - b. At least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
 - c. The electronic means enables the public to see and hear the meeting as it is occurring;
 - d. The electronic means enables all the meeting participants to see and hear each other; and
 - e. Any additional requirements established by regulation have been met.
2. Notice referred to in 02.02.1b shall be given in a manner that satisfies virtual meeting notice requirement(s) of the Municipal Government Act.
3. The Commission may by resolution require all Commissioners appear at a future meeting by videoconference as described in this by-law except that notice to the public need not be provided where such resolution is passed at a previous meeting two or more days in advance of the meeting to be attended virtually.

02.03 Virtual attendance of in-person meeting

1. One or more Commissioners may appear at a meeting or part of a meeting by videoconference to participate if:
 - a. At least two days prior to the meeting, the Commissioner provides written notice to the Village Manager indicating that the Commissioner wishes to attend the meeting by videoconference.
 - b. The Commissioner not participated in more than three meetings by videoconference in the preceding 12 months in addition to meetings in which all Commissioners participated by videoconference;
 - c. The Commissioner utilizes videoconference equipment that will:
 - c.i Enable the public to see and hear the Commissioner participate in the meeting by videoconference; and
 - c.ii Enable the Commissioner to see and hear each of the Commissioners who are attending the Commission meeting by videoconference or in person.



- d. The Village utilizes videoconferencing equipment that will:
 - d.i Enable the public to see and hear the Commissioner participate in the meeting by video conference;
 - d.ii Enable the Commissioner to see and hear each of the Commissioners who are attending the Commission meeting by videoconference or in person; and
 - d.iii Enable every Commissioner who is attending the meeting by videoconference or in person to see and hear all other Commissioners who are attending the meeting by videoconference or in person.


02.04 Presence

- 1. Any Commissioner participating in a meeting by videoconference shall be deemed to be:
 - a. Present at those parts of the meeting in which a Commissioner is permitted to participate by video conference under this by-law; and
 - b. Absent for any parts of the meeting in which a Commissioner is not permitted to participate by videoconference under this by-law.

02.05 Technological problems

- 1. If technological problems prevent a Commissioner from participating in a meeting prior to the meeting commencing, the Commissioner shall be marked absent from the meeting.
- 2. If a Commissioner becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Commissioner left the meeting at the time of disconnection.
- 3. If a Commissioner becomes reconnected after becoming disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Commissioner rejoined the meeting at the time of the reconnection.



APPROVED BY

Signature
2023-05-16
Date