



## THE VILLAGE OF DUNNOTTAR

### General Policy

	<b>Subject:</b>	Virtual Meeting
<b>Policy No.:</b>	#9	<b>Original Resolution No.:</b> 2021 005
<b>Effective Date:</b>	Immediate	<b>Original Resolution Date:</b> January 20, 2021
<b>Replaces Policy:</b>	#	<b>Review Date:</b>
		<b>Resolution No.:</b>

**PURPOSE** The purpose of this policy is to establish protocols pertaining to virtual meetings hosted by the Village of Dunnottar.

#### Definitions

**Virtual Meeting** Any meeting hosted by the Village of Dunnottar that is not held in person, but rather held online (various platforms) or over the telephone

**Attendee(s)** Any person who is not directly involved in the Meeting but is entitled to attend as a spectator

#### Policy Guidelines:

1. Attendee(s) wishing to attend a virtual meeting must notify Administration no later than 12:00 p.m. on the day prior to the meeting. Requests for virtual meeting attendance received after this time will not be granted.
2. Attendee(s) will be muted at all times during virtual meetings unless there is a designated "Question Period", at which time Attendee(s) will be unmuted to ask questions.
3. All participants will be permitted to attend using the video option, when the platform allows for video use. Should Administration receive notification that the connection is low and advised that videos should be turned off, they will turn video off for all Attendee(s) first in an attempt to resolve connection issues.
4. Attendee(s) will be asked to disconnect from the virtual meeting during "In Camera" items on the Agenda.



5. Correspondence pertaining the meeting received during the meeting will not be addressed until completion of the meeting.