



**Video Conferencing Policy
V-1064-21**

Effective Date:
February 25, 2026

Part 1 Purpose

- 1.1 The purpose of this policy is to allow for Councillors and committee members to participate in meetings of Council and its Committees by video conferencing where extenuating circumstances prevent attendance in person. Participation in meetings by teleconference is not permitted.
- 1.2 The procedural requirements in this policy are intended to complement and supplement, and not to replace, the requirements contained in
 - 1.2.1 the Municipal Government Act (MGA)
 - 1.2.2 the Municipal Conflict of Interest Act
 - 1.2.3 the Municipality of Yarmouth's Council Procedural Policy
 - 1.2.4 the Councillors' Oath of Office
 - 1.2.5 the Councillors' Code of Conduct

Part 2 Definitions

- 2.1 **“Committee”** means a standing or ad-hoc committee of Council.
- 2.2 **“Council”** means the Council of the Municipality of the District of Yarmouth.
- 2.3 **“Extenuating”** means a circumstance which would prevent in-person attendance by a member where the Warden/Chair has called for the meeting in person; such circumstances must not inhibit the member's ability to participate in accordance with all other Municipal & Provincial legislation, Oath of Office and Code of Conduct.
- 2.4 **“Meeting”** means any meeting of Council or meeting of a Committee of Council.
- 2.5 **“Member”** means a member of the Council of the Municipality, or a citizen appointed to a committee by Council.
- 2.6 **“Video conference”** means a conference in which participants in different locations are able to communicate with each other in sound and vision.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



Video Conferencing Policy V-1064-21

Effective Date:
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Part 3 All Members Attend by Videoconference

- 3.1 All provisions for meetings of Council and/or Committees of Council via virtual means shall be governed by Section 19(A) of the *Municipal Government Act*, (RSNS 1998) as may be amended from time to time;
- 3.2 The Warden or committee chair may require all Council and committee members to appear at a meeting by videoconference if each Council and committee member and the Municipality have videoconferencing equipment available that will:
 - 3.2.1 enable the public to see and hear each member participate in the meeting by videoconference;
 - 3.2.2 enable each member to see and hear every other member participate in the meeting by videoconference.
- 3.3 Council and committee members who participate in a meeting by video conference shall ensure that they are in a location conducive to the generally expected meeting standards (no loud noises, no offensive back ground images, no intrusions to the parliamentary process) and that provides the privacy necessary for in-camera discussions (when required).
- 3.4 Meetings by videoconference as provided for in *Section 3.1* are open public meetings; to ensure transparency one or more of the following shall be done:
 - 3.4.1 the meetings shall be video recorded and uploaded to the internet; or
 - 3.4.2 the meeting shall be live streamed on the internet.

Part 4 One or More Council Members Attend by Videoconference

- 4.1 Except as provided in *Section 3*, members must attend meetings in person or, if approved by the Warden or committee chair pursuant to *Section 4.2*, one or more members may appear at a meeting by videoconference.
- 4.2 Subject to the other provisions of this policy, the Warden or committee chair shall accept a member's request to participate in a meeting, or part of a meeting, by videoconference if:
 - 4.2.1 Ample notice has been provided, to the Municipal Clerk, of the Warden/Chair's acceptance under this section, such that arrangements necessary to accommodate the member's(s') request to attend virtually can be accommodated;

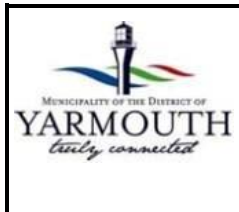


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- 4.2.2 the member has videoconferencing equipment available that will:
 - 4.2.2.1 enable the public to see and hear the member participate in the meeting by videoconference;
 - 4.2.2.2 enable the member to see and hear each of the members who are attending the meeting by videoconference or in person; and
 - 4.2.2.3 the Municipality has videoconferencing equipment available that will:
 - 4.2.2.3.1 enable the public to see and hear the member participate in the meeting by videoconference;
 - 4.2.2.3.2 enable the member to see and hear each of the members who are attending the meeting by videoconference or in person; and
 - 4.2.2.3.3 enable every member who is attending the meeting by videoconference or in person to see and hear all other members who are attending the meeting by videoconference or in person.
- 4.3 Council and committee members who participate in a meeting by video conference shall ensure that they are in a location conducive to the generally expected meeting standards (no loud noises, no offensive back ground images, no intrusions to the parliamentary process) and that provides the privacy necessary for in-camera discussions (when required).
- 4.4 Any Council/Committee member participating by videoconference in a meeting shall be deemed to be:
 - 4.4.1 present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this policy;
 - 4.4.2 absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this policy; and
 - 4.4.3 Present only when the video function is turned on so as to confirm their presence.
- 4.5 The Warden or committee chair shall not grant acceptance to a member's request to participate by videoconference in any of the following:

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



Video Conferencing Policy V-1064-21

Effective Date:
February 25, 2026

- 4.5.1 any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot; or
- 4.5.2 a vote held by secret ballot.
- 4.6 Members participating in a meeting by electronic means shall notify the Warden or committee chair of their departure (either temporary or permanent) from the meeting before absenting themselves. This shall be recorded in the meeting minutes.


Part 5 Technological Problems - failure to connect or disconnection


- 5.1 If technological problems prevent a member from participating in a meeting prior to the meeting commencing, the member shall be marked absent from the meeting.
- 5.2 If a member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the member left the meeting at the time of the disconnection.
- 5.3 In the event that a meeting that is being accessed electronically is encountering interference and/or disruption by electronic participants, the Warden or committee chair shall:
 - 5.3.1 Warn the participants the first time;
 - 5.3.2 advise them a second time that if any further disturbance/interference continues they may be required to leave the meeting; and
 - 5.3.3 on further disturbance/interference, direct the site monitor to shut off the electronic access.

Part 6 In-Camera Sessions

Members who are participating in a meeting through electronic means will ensure that confidentiality is maintained at all times.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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<p style="text-align: center;">Chief Administrative Officer’s Annotation for Official Policy Book</p>	
<p>Date of Notice to Council members of Intent to Consider (7 days Min)</p>	<p style="text-align: center;">February 18, 2026</p>
<p>Date of Passage of current Policy</p>	<p style="text-align: center;">February 25, 2026</p>
<p>I certify that this Video Conferencing Policy V-1064-21 was adopted by Council as indicated above.</p>	
 <hr/> <p>Chief Administrative Officer</p>	<p style="text-align: center;"><u>March 6, 2026</u> Date</p>

Date last reviewed by Council: February 25, 2026

Date last amended: February 25, 2026

Amendment Log

<p>Date</p>	<p>Amendment Description</p>
<p>February 25, 2026</p>	<ul style="list-style-type: none"> Removed Section 3.4.1 “minutes of the meeting shall be posted on the Municipal Website 24 hours after the meeting;”