

Memorandum

Date: May 3, 2023
Submitted by: Legislative Services Division
Subject: Electronic Meeting Participation Requirements Policy - Update

The Electronic Meeting Participation Requirements Policy was drafted in May 2020 in response to the COVID-19 global pandemic and the Province's direction to implement procedures for hosting Council meetings electronically.

The holding of electronic meetings has been in operation for approximately three years. Staff have monitored how the meetings have functioned and are recommending updates to the City's Electronic Meeting Participation Requirements Policy in order to standardize best practices.

The proposed changes are outlined in tracked changes (Attachment 1), and in summary address the following:

- Expanding the policy to include all business related meetings, whereas previously it was limited to Council and Advisory Bodies (committees)
- Including new definitions for Attendee and Participant
- Adding further clarity to the definition of Member
- Permitting the use of blurred backgrounds in an open meeting
- Permitting the use of corporate backgrounds, and setting parameters for the monitoring of such use

Recommendations:

THAT the memo dated May 3, 2023 from the Legislative Services Division regarding Electronic Meeting Participation Requirements – Update be received for information; and

THAT the revisions to the Electronic Meeting Participation Requirements Policy as outlined in Attachment 1 be approved.

Attachment(s)

1. Electronic Meeting Participation Requirements Policy – Tracked Changes

Report Approval Details

Document Title:	Electronic Meeting Participation Requirements - Update.docx
Attachments:	- Attachment 1 - Draft Electronic_Meeting_Participation_Requirements Updates - Tracked Changes.pdf
Final Approval Date:	May 10, 2023

This report and all of its attachments were approved and signed as outlined below:

Stephanie Lam for Angie Parnell, General Manager of Corporate Services - May 8, 2023 - 1:54 PM

Tim Savoie, City Manager - May 10, 2023 - 4:35 PM