

Memorandum

Date: November 14, 2023
Submitted by: Legislative Services Division
Subject: Housekeeping Updates – Electronic Meeting Participation Requirements
Corporate Policy

The following obsolete corporate policies were rescinded by Council at the June 13, 2023, Regular Council meeting:

- 01-0530-2020-02 – Electronic Participation by Telephone; and
- 01-0530-2020-03 – Electronic Participation by Video Conference or Telephone.

Both policies are referenced in Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements; amendments to this policy are required to remove all references to the rescinded policies. Staff have noted some minor housekeeping changes for clarity. Prior to the pandemic, Council Members could attend a meeting virtually a maximum of two (2) times. As housekeeping amendments are brought forward, staff have proposed to return this clause with an increased number to four (4) days to allow some flexibility.

The draft changes are tracked for Council's information in **Attachment 1**. Draft revised Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements is included for Council consideration as **Attachment 2**.

The recommended resolution is:

THAT Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements be updated as recommended in the memo dated November 14, 2023, from the Legislative Services Division regarding Housekeeping Updates – Electronic Meeting Participation Requirements.

Attachment(s)

1. Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements – Tracked Changes.
2. Draft Revised Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements.

Report Approval Details

Document Title:	Housekeeping Updates – Electronic Meeting Participation Requirements Corporate Policy.docx
Attachments:	- Attachment 1 - Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements – Tracked Changes.pdf - Attachment 2 - Draft Revised Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements.pdf
Final Approval Date:	Nov 6, 2023

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

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 25, 2023 - 2:41 PM

Angie Parnell, General Manager of Corporate Services - Oct 29, 2023 - 9:58 PM

Tim Savoie, City Manager - Nov 6, 2023 - 10:02 AM