

# Memorandum

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Date: February 10, 2026  
Submitted by: Seniors Focus Committee  
Subject: Seniors Focus Committee – Recommendation – Hybrid Meetings

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At the November 6, 2025, Seniors Focus Committee meeting, the following recommendation was CARRIED:

SFC25/021

THAT the Seniors Focus Committee recommend to Council:

THAT Council consider holding all advisory committee (Select Committees of Council) meetings in a hybrid format with both in-person and online options for participants.

An excerpt from the minutes of the November 6, 2025, Seniors Focus Committee meeting is included as **Attachment 1**.

For clarity purposes, staff have indicated the advisory bodies referred to in the recommendation are “Select Committees of Council” pursuant to section 142 of the *Community Charter*, and per the Council Procedure Bylaw.

Background from Staff

Following the COVID-19 pandemic, all meetings were held fully electronic until September 2024; since that time, committees have been offered the opportunity to conduct their meetings in a hybrid format at City Hall. The parameters set by Council for hybrid meetings are as follows:

- the Chair must attend in person – chairing a meeting remotely while some members are attending in person is logistically difficult for the chair and for staff, and results in frustrations and an overall less than positive experience for all participants; and
- a quorum of members, including the Chair, must be present in person – this is due to safety concerns for staff in the meeting room and a desire to ensure a positive meeting experience for all participants.

The current practice undertaken by staff is to poll committee members on their intention to attend each meeting either in person or online via Zoom one week before the meeting is scheduled. By 48 hours before the meeting, if the Chair and a quorum of members (typically seven) has indicated that they intend to attend the meeting in person, the meeting is held in a hybrid manner with in-person attendance and online attendance both available. If the threshold to meet in person is not met, members are notified that the meeting will be held online only.

### Council Options

The following response options are available for Council consideration:

1. THAT the recommendation from the Seniors Focus Committee regarding hybrid meetings as provided in the memo dated February 10, 2026, from the Seniors Focus Committee regarding Seniors Focus Committee – Recommendation – Hybrid Meetings be received for information.
2. THAT the recommendation from the Seniors Focus Committee regarding hybrid meetings as provided in the memo dated February 10, 2026, from the Seniors Focus Committee regarding Seniors Focus Committee – Recommendation – Hybrid Meetings be referred to staff to bring a report back.
3. Other.

If Council chooses to refer the recommendation to staff for a report back (Option 2), staff will determine if the nature of the work warrants a project proposal or a staff report, and will include considerations with respect to feasibility, resources, timeline, strategic plan alignment, and legislative analysis.

### Attachment(s)

1. Excerpt from draft minutes of November 6, 2025, Seniors Focus Committee meeting.

## Report Approval Details

Document Title:	Seniors Focus Committee – Recommendation – Hybrid Meetings.docx
Attachments:	- Attachment 1 - Excerpt from Draft Minutes of November 6, 2025, Seniors Focus Committee Meeting.pdf
Final Approval Date:	Jan 31, 2026

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

Kate Zanon, General Manager of Corporate Services - Jan 27, 2026

Paul Rockwood, General Manager of Finance and Technology - Jan 27, 2026

Anna Mathewson, City Manager - Jan 31, 2026