



# City of Port Moody

## Report/Recommendation to Council

Date: December 21, 2018  
Submitted by: Corporate Services Department – Legislative Services Division  
Subject: Electronic Participation in Council Meetings

---

### Purpose

To present a draft Corporate Policy on Electronic Participation in Council Meetings for consideration.

---

### Recommended Resolution(s)

**THAT Corporate Policy – 01-0530-2020-01 – Electronic Participation in Council Meetings by Telephone be adopted as recommended in the report dated December 21, 2019 from the Corporate Services Department – Legislative Services Division regarding Electronic Participation in Council Meetings.**

---

### Background

At the Special Council (Committee of the Whole) meeting held on January 22, 2019, Council passed the following resolutions:

#### CW19/004

THAT the Council Procedure Bylaw be amended to include authorization for electronic participation in open Council meetings with the following conditions:

- electronic participation is only available when a quorum of Council is physically present at the meeting;
- only one Member may participate electronically in each meeting;
- a Member may participate electronically for a maximum of four days per calendar year; and
- electronic participation will be made available once the technological infrastructure is in place to support it;

AND THAT staff report back on the extent to which the forthcoming electronic meeting management system will facilitate electronic participation and on its associated costs.

CW19/005

THAT staff be directed to draft a Corporate Policy to set out the connection and remote space requirements for electronic participation, as well as the criteria for determining eligibility for electronic participation in situations where demand outstrips capacity.

The amendments to the Council Procedure Bylaw to allow for Electronic Participation in Council meetings are being addressed in a separate report. This report presents Council with draft Corporate Policies on Electronic Participation as directed in the resolutions above.

## Discussion

Two draft Corporate Policies are presented for Council consideration: one policy allows for Electronic Participation by Telephone (**Attachment 1**), which would require minimal equipment setup and operation; the other policy allows for Electronic Participation by Video Conferencing and by Telephone (**Attachment 2**), which requires significant equipment purchase, setup, and testing. Both draft policies fulfil all the criteria set out above. Staff recommend adoption of Corporate Policy – 01-0530-2020-01– Electronic Participation in Council Meetings by Telephone as it would facilitate electronic participation cost-effectively and without delay, and allow Council to further explore other types of remote participation options.

Council had previously considered two reports on Electronic Participation (**Attachments 3 and 4**), and determined that the technical requirements for Electronic Participation by Video Conferencing to be cost prohibitive. While technology has advanced since the consideration of those reports, the infrastructure required to reliably support electronic participation by video conferencing have not changed significantly. Should Council opt for electronic participation by video conferencing as set out in the report dated April 1, 2016, staff can provide updated requirements and costs for Council consideration.

It should be noted that it is not possible for the remote participant to rely on the live-stream to follow the meeting, as there is a significant delay that would make discussion among members impossible. It should also be noted that Council's use of the Electronic Meeting Management System must still undergo significant change management before its features can be adapted to facilitate electronic participation by remote participants.

## Other Option(s)

Council may opt to allow electronic participation by video conferencing. Council may adopt Corporate Policy – 01-0530-2020-02 – Electronic Participation in Council Meetings by Video Conference or Telephone, and staff will provide updated information on equipment and costs required to meet the requirements of the Corporate Policy. Corporate Policy – 01-0530-2020-02 – Electronic Participation in Council Meetings by Video Conference or Telephone will come into effect as soon as the technological infrastructure is in place. If Council wishes to facilitate electronic participation as soon as possible, staff recommend adopting Corporate Policy – 01-0530-2020-01 – Electronic Participation in Council Meetings by Telephone at the same time to ensure that electronic participation by telephone is available immediately.

## Financial Implications

Should Council opt for the recommended option of allowing electronic participation by telephone, the associated costs would be related to the staffing resources for coordinating and setting up the telephone connections. These costs would likely fall within existing operating budgets. Should Council opt to allow for electronic participation by video conferencing, staff will provide updated requirements and costs for Council consideration and approval before proceeding. Costs to be provided may be similar to those presented in previous reports, with reductions due to technological advances and increases due to inflation.

## Communications and Civic Engagement Initiatives

Upon adoption, the Corporate Policy on Electronic Participation in Council Meetings will be posted to the City website.

## Council Strategic Plan Objectives

The introduction of teleworking initiatives align with the Council Strategic Plan Value of being responsive and adaptive to change.

## Attachment(s)

1. Draft Corporate Policy – 01-0530-2020-01 – Electronic Participation in Council Meetings by Telephone.
2. Draft Corporate Policy – 01-0530-2020-02 – Electronic Participation in Council Meetings by Video Conference or Telephone.
3. Report Considered on April 12, 2016 regarding Electronic Participation at Council Meetings.
4. Report Considered on September 20, 2016 regarding Electronic Participation in Council Meetings.

## Report Author

Dorothy Shermer  
Corporate Officer

## Report Approval Details

Document Title:	Electronic Participation in Council Meetings.docx
Attachments:	<ul style="list-style-type: none"><li>- Draft Corporate Policy - 01-0530-2020-01 - Electronic Participation in Council Meetings by Telephone.pdf</li><li>- Draft Corporate Policy - 01-0530-2020-02 - Electronic Participation in Council Meetings by Video Conference or Telephone.pdf</li><li>- Report Considered on April 12, 2016 re Electronic Participation at Council Meetings.pdf</li><li>- Report Considered on September 20, 2016 re Electronic Participation in Council Meetings.pdf</li></ul>
Final Approval Date:	Jan 2, 2020

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

Dorothy Shermer, Corporate Officer - Jan 2, 2020 - 1:26 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 2, 2020 - 2:53 PM

Rosemary Lodge for Angie Parnell, General Manager of Corporate Services - Jan 2, 2020 - 3:37 PM

Paul Rockwood for Tim Savoie, City Manager - Jan 2, 2020 - 4:04 PM