

# City of Port Moody

## Report/Recommendation to Council

Date: December 21, 2019  
Submitted by: Corporate Services Department – Legislative Services Division  
Subject: Electronic Participation in Council Meetings

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### Purpose

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

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### 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.**

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### 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

# Corporate Policy

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100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
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Section:	Administration	01
Sub-Section:	Council Meetings – General	0530
Title:	Electronic Participation in Council Meetings by Telephone	2020-01

## Related Policies

Number	Title

## Approvals

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Electronic Participation in Council Meetings by Telephone

## Policy

This policy sets out the requirements for Council Members to participate by telephone in Council and Standing Committee meetings in order to ensure that remote participation is effective and does not interfere with meeting processes.

## Definitions

**Electronic Participation** refers to the remote attendance by telephone of a Council or Standing Committee meeting at which a quorum is physically present at a specified location; this policy does not apply to Special Council meetings that are wholly conducted by means of electronic or other communication facilities per section 8(1) of the Council Procedure Bylaw.

**Member** refers to a member of Council.

## Procedures

### Meeting Types for which Electronic Participation Is Allowed

Electronic participation is permitted for Regular Council meetings, Special Council meetings, Public Hearings, and Finance Committee meetings to be held at City Hall in the Brovold Room or in Council Chambers. Remote participation is not permitted for any meeting or portion of any meeting that is held closed to the public under section 90 of the *Community Charter*. Availability of Electronic participation for Regular Council meetings, Special Council meetings, Public Hearings, and Finance Committee meetings to be held in locations other than those specified above will be subject to availability of equipment and support.

### Notification Requirements

A Member must notify the Corporate Officer or Deputy Corporate Officer of their intention to participate electronically as early as possible. The minimum notice required is one week prior to the time at which the meeting is scheduled to take place.

### Connection Requirements

A Member may connect to the designated telephone number at City Hall by landline, through a cellular network, or with a voice-over-IP connection. The connection must enable the Member to hear the proceedings and to be heard by other Members clearly and without delay. The connection must emit no sounds when the Member participating remotely is not speaking.

### Remote Location Requirements

The location from which a Member is participating remotely must be free from background sounds that may interfere with the intelligibility of the Member's speech. When the Member is not speaking, no sound should be transmitted.

### Quorum

A Member participating electronically must be in attendance before the meeting is called to order. Members participating electronically are counted for quorum only once the meeting is called to order with a quorum of Members physically in attendance. Except for declarations of conflicts of interests, a Member participating electronically cannot rejoin a meeting once they intentionally leave the meeting or connection or intelligibility is lost. When the Member

## **Corporate Policy Manual**

### Electronic Participation in Council Meetings by Telephone

participating remotely declares a conflict of interest for a specific item, they may leave and return to the meeting without severing the connection.

#### **Voting**

A member participating electronically must respond to the vote on every motion with the exception of temporarily leaving the meeting due to a conflict of interest. When calling a question, the Chair must specifically ask the Member participating electronically for their vote. While Members physically in attendance are deemed to have voted in favour of a motion if they are not recognized as having voted against a motion, Members participating electronically who vote neither for nor against a motion is deemed to have left the meeting before the question was called and will not be permitted to return.

#### **Priority**

As Electronic Participation is only available to one Member per meeting at which a quorum is physically present, priority for Electronic Participation is determined by notification date.

#### **Record Keeping**

Members who participate in a meeting electronically will be recorded in the minutes as having participated electronically.

#### **Monitoring/Authority**

This policy is to be administered and monitored by the Legislative Services Division

# Corporate Policy

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Section:	Administration	01
Sub-Section:	Council Meetings – General	0530
Title:	Electronic Participation in Council Meetings by Video Conference or Telephone	2020-02

## Related Policies

Number	Title

## Approvals

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Electronic Participation in Council Meetings by Video Conference or Telephone

## Policy

This policy sets out the requirements for Council Members to participate by video conference or telephone in Council and Standing Committee meetings. This policy comes into effect once the Designated Services are declared available by the Manager of Information Services.

## Definitions

**Designated Services** refers to the meeting systems and software specified by the Information Services Division.

**Electronic Participation** refers to the remote attendance by video conference or telephone of a Council or Standing Committee meeting at which a quorum is physically present at a specified location; this policy does not apply to Special Council meetings that are wholly conducted by means of electronic or other communication facilities per section 8(1) of the Council Procedure Bylaw.

**Member** refers to a member of Council.

## Procedures

### Meeting Types for which Electronic Participation Is Allowed

Electronic participation is permitted for Regular Council meetings, Special Council meetings, Public Hearings, and Finance Committee meetings to be held at City Hall in the Brovold Room or in Council Chambers. Remote participation is not permitted for any meeting or portion of any meeting that is held closed to the public under section 90 of the *Community Charter*. Availability of Electronic participation for Regular Council meetings, Special Council meetings, Public Hearings, and Finance Committee meetings to be held in locations other than those specified above is subject to availability of equipment and support.

### Notification Requirements

A Member must notify the Corporate Officer or Deputy Corporate Officer of their intention to participate electronically as early as possible. The minimum notice required is one week prior to the time at which the meeting is scheduled to take place.

### Connection Requirements

For electronic participation by video conference, a Member may connect to the Designated Services through a secure internet connection with a minimum upload speed of 2Mbps and a minimum download speed of 2Mbps. The connection must enable the Member to see and hear the proceedings and to be seen and heard by other Members clearly and with a delay of no more than three seconds. The connection must emit no sounds when the Member participating remotely is not speaking.

For electronic participation by telephone, a Member may connect to the designated telephone number at City Hall by landline, through a cellular network, or with a voice-over-IP connection. The connection must enable the Member to hear the proceedings and to be heard by other Members clearly and without delay. The connection must emit no sounds when the Member participating remotely is not speaking.

## **Corporate Policy Manual**

### Electronic Participation in Council Meetings by Video Conference or Telephone

#### **Remote Location Requirements**

For electronic participation by telephone, the location from which a Member is participating remotely must be free from background sounds that may interfere with the intelligibility of the Member's speech. When the Member is not speaking, no sound should be transmitted.

For electronic participation by video conference, the location from which a Member is participating remotely must be free from background sounds, movements, images, and words that may interfere with the intelligibility of the Member's speech or distract viewers. The Member must be positioned directly in front of a plain wall or plain backdrop so that no contextual information about the remote location is included in the video feed. When the Member is not speaking, no sound should be transmitted.

#### **Quorum**

A Member participating electronically must be in attendance before the meeting is called to order. Members participating electronically are counted for quorum only once the meeting is called to order with a quorum of Members physically in attendance. Except for declarations of conflicts of interests, a Member participating electronically cannot rejoin a meeting once they intentionally leave the meeting or connection or intelligibility is lost. When the Member participating remotely declares a conflict of interest for a specific item, they may leave and return to the meeting, and do so without severing the connection.

#### **Voting**

A member participating electronically must respond to the vote on every motion with the exception of temporarily leaving the meeting due to a conflict of interest. When calling a question, the Chair must specifically ask the Member participating electronically for their vote. While Members physically in attendance are deemed to have voted in favour of a motion if they are not recognized as having voted against a motion, Members participating electronically who vote neither for nor against a motion is deemed to have left the meeting before the question was called and will not be permitted to return.

#### **Priority**

As Electronic Participation is only available to one Member per meeting at which a quorum is physically present, priority for Electronic Participation will be given based on notification date.

#### **Record Keeping**

Members who participate in a meeting electronically will be recorded in the minutes as having participated electronically.

#### **Monitoring/Authority**

This policy is to be administered and monitored by the Legislative Services Division



# City of Port Moody

## Report/Recommendation to Council

Date: April 1, 2016

File No. 04-1345-01-01

Submitted by: Corporate Services Department – Information Services Division

Subject: Electronic Participation at Council Meetings

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### Purpose / Introduction

To provide information on technology to support electronic participation at Council meetings.

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### Recommended Resolution

**THAT the report dated April 1, 2016 from Corporate Services Department – Information Services Division regarding Electronic Participation at Council Meetings be received for information.**

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### Background

At the November 17, 2015 Committee of the Whole meeting, Council passed the following resolution:

THAT staff report back with options regarding electronic participation at Council meetings.

At the February 9, 2016 Regular Council Meeting, Council passed the following resolutions:

THAT City of Port Moody Council Procedure Bylaw, 2016, No. 3013 be amended by removing sections 8(1)(b), 8(3), and 8(4) regarding electronic participation at meetings;

AND THAT electronic participation at meetings be deferred until such time as City staff can implement an electronic participation system that is effective, reliable, and does not distract or detract from the formal proceedings of Council meetings.

### Discussion

In the past, if a member of Council was unable to attend a meeting in person, he/she had the opportunity to participate electronically. This participation was facilitated using consumer-level software, such as Skype, for video conferencing. This simple level of electronic participation required a staff member to manage the communication session at the meeting, to ensure the remote member of Council could speak within the context of the speaking order system.

**Report/Recommendation to Council**

## Electronic Participation at Council Meetings

April 1, 2016

This consumer technology (consumer Skype as the example), is intended for personal use and provides basic functionality for electronic participation. Recently, Council and staff have expressed frustration using Skype as the audio and video feed is not reliable, and the audio and video streams are not integrated with the video streaming system used in Council chambers. In addition, the consumer video conferencing tools do not provide a reliable online voting mechanism. The process used was a raised hand as a signal to the Chair or to the staff representative managing the Councillor's participation. This was also problematic as an internet delay often resulted in a timing problem when visually understanding the way in which the Councillor was voting.

**Staff Committee**

In response to Council's request to report back with options regarding electronic participation, a committee was formed in November 2015. The Committee included representatives from Cultural Services, Legislative Services, and Information Services. The Committee first contacted neighbouring municipalities to see if a solution was already available. None of the respondents were using video conferencing for Council meetings. Municipalities contacted included Coquitlam, Port Coquitlam, and Vancouver.

Four audiovisual technology suppliers were invited to visit Council Chambers and propose solutions to provide the technology for electronic meeting participation. Key requirements included:

- Ability to conference in up to two (2) remote participants;
- Integration (or replacement) of the existing speaking order system;
- Remote participant be able to vote and have the results seen by the Chair; and
- Ability to connect to the City's live webcast stream.

**Responses**

Two of the four suppliers responded with written quotes. The other two suppliers chose not to respond.

	Quoted Cost
<b>Supplier A</b>	\$42,269.83
<b>Supplier B</b>	\$20,574.33

Both suppliers delivered on key requirements; however, only Supplier A delivered a solution that is easy to use for the remote participant, would work on a wide array of devices, uses professional grade hardware, and has future scalability for meetings to be held outside of Council Chambers. A summary of Supplier A's system includes:

- Dedicated professional-grade Skype hardware and software;
- A monitor located where the remote participant would normally sit for the public to view;
- A monitor setup on either side of the podium to allow Council and staff to see the remote participant;
- Seamless integration into the speaking order system for the meeting chair to control;

**Report/Recommendation to Council**

## Electronic Participation at Council Meetings

April 1, 2016

- Ability for the remote Councillor to Skype in via numerous devices, including but not limited to: Windows, Mac OS, iOS, Android, and Linux;
- Audio and video from the existing stream would be sent back to the remote Councillor within the conferencing solution;
- Ability for the remote Councillor to request to speak and cast their vote;
- A monitor to allow the chair to see the results of the remote Councillor voting; and
- Potential for portable setup with additional equipment purchases.

Costs included \$30,349.83 for equipment and \$11,920.00 of contractor labour.

Staff time from Information Services and Cultural Services would also be required for implementation. The estimated staff time cost is \$1,500.

**Risk**

There is an uncontrollable risk to any solution, whether it be enterprise- or consumer-grade. The video and sound quality is 100% dependent on the strength of internet connection at the remote participant's end. Even with an enterprise solution provided by Supplier A, B, or otherwise, if the remote internet connection is poor, the end result will be poor. There is no way to mitigate this risk. Council should also consider procedures in the event the remote participant's connection is lost.

**Other Options**

1. If Council wishes to proceed with an enterprise solution, Information Services' recommendation is to proceed with Supplier A's solution with a total contractor, equipment, and staff time cost of \$44,000.
2. Council may opt to use the system as we have used in the past with a consumer level Skype program. The recommendation is to not use senior level staff as this detracts from their normal duties. Our recommendation is to use Auxiliary staff to control the speaker order system at a cost of approximately \$30.00 per hour.
3. Council may also choose to limit the remote participants to one, which would lower the equipment costs by approximately \$10,000.00.

**Financial Implications**

As discussed above. If Council chooses to proceed, a funding source would need to be determined by the Finance Committee.

**Communications / Civic Engagement**

Not applicable.

**Report/Recommendation to Council**

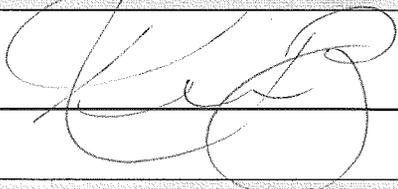
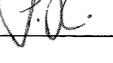
Electronic Participation at Council Meetings

April 1, 2016

**Council Strategic Plan Objectives**

If Council wishes to facilitate members of Council who are unable to attend meetings in person and allow electronic participation, implementing this system is essential to meeting the Council Strategic Plan's objective of Service Excellence – Developing responsive and sustainable service excellence, community engagement, and a culture of transparency.

Electronic participation without suitable technology to support it would be detrimental to community engagement and transparency.

<b>Prepared by:</b>		<b>Reviewed by:</b>	
 <hr/> Raman Braich Manager of Information Services		<hr/> Supervisor ( <i>initials</i> ):  <hr/> Department Head ( <i>initials</i> ): Angela Parnell General Manager, Corporate Services	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>			
<b>City Manager's Comment/Concurrence</b>		 <hr/> City Manager	
<b>Corporate Review</b>			<b>Initials</b>
Community Services (Cultural Services)			  
Corporate Services (Legislative Services)			
Financial Services			
<b>For Committee of the Whole Reports. To be completed by Legislative Services.</b>			
<input type="checkbox"/> Refer to Regular Council as recommended.	<input type="checkbox"/> Refer to Regular Council with amendments as discussed.	<input type="checkbox"/> Direct staff to prepare new report for Committee of the Whole.	<input type="checkbox"/> Receive for information.



# City of Port Moody

## Report/Recommendation to Council

Date: June 27, 2016 File No. 01-0550-01/2016  
Submitted by: Corporate Services Department – Legislative Services Division  
Subject: Electronic Participation in Council Meetings

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### Purpose / Introduction

To provide further information on Electronic Participation in Council Meetings for discussion.

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### Recommended Resolution

**THAT the report dated June 27, 2016 from Corporate Services Department – Legislative Services Division regarding Electronic Participation in Council Meetings be received for information.**

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### Background

The Information Services Division presented a report on Electronic Participation at Council Meetings at the Regular Council Meeting held on April 12, 2016, which provided the following three options for Electronic Participation:

1. Acquire an enterprise solution that allows for two remote participants at a cost of \$44,000;
2. Use auxiliary staff to control existing consumer-level Skype program at the cost of approximately \$30 per hour; and
3. Acquire an enterprise solution that allows for one remote participant at a cost of \$34,000.

Council received the report for information and passed the following resolution:

THAT options #1 and #3 as presented by the Manager of Information Services at the Regular Council Meeting of April 12, 2016 be brought back for discussion at a future Committee of the Whole Meeting.

This report provides further information on the risks and benefits of introducing the option of Electronic Participation in Council Meetings, and outlines the procedures and policies required for allowing for Electronic Participation in Council Meetings.

## Discussion

It should be noted that the electronic participation referred to in this report does not include electronic meetings, in which all meeting attendees participate through electronic means, such as by conference call, or through an online meeting platform (e.g. WebEX, GoToMeeting). Electronic meetings are held in cases when urgent Council business must be conducted, but it is not possible to achieve quorum at a physical location due to extenuating circumstances, such as during emergencies, pandemics, or natural disasters. The option of holding Electronic Meetings aligns with the Council Strategic priority of Service Excellence, and is already provided for in the existing Council Procedure Bylaw.

Electronic participation refers to a member's participation in a meeting that is being held at a specific location at which other members are physically present. At the Regular Council Meeting held on February 9, 2016, Council made the following resolution:

THAT electronic participation at meetings be deferred until such time as City staff can implement an electronic participation system that is effective, reliable, and does not distract or detract from the formal proceedings of Council meetings.

As the Manager of Information Services pointed out at the April 12, 2016 Regular Council meeting, the quality and reliability of the remote participant's feed is limited by the quality of the connection at the remote participant's end. As such, the performance of the proposed enterprise solution is affected by factors outside of the City's control, and cannot be guaranteed. To ensure that Council Meetings are not disrupted by the technological challenges inherent in Electronic Participation, such as loss of connection or intelligibility, Electronic Participation should only be allowed when a quorum of members are physically present, and policies should dictate that, if connection or intelligibility is lost, the remote participant will be deemed to have left the meeting. This requirement makes it possible to continue Council Meetings without disruptions should technological issues arise.

Since Electronic Participation should only be allowed when a quorum of Council is physically present and business can be conducted without the attendance of the remote participant, adding the option for Electronic Participation should be considered a teleworking initiative, as its purpose is to facilitate attendance by members while they are away. Teleworking is increasingly considered a feature of the modern workplace, and has the benefit of reducing travel costs, reducing environmental cost to society by eliminating the need to travel, and reducing real estate costs by eliminating the need to physically accommodate workers.

Balancing the benefits of teleworking are some of the following challenges with Electronic Participation in Council Meetings:

- Loss of real human contact – the lack of physical presence of the remote participant results in a loss of real human contact; eye contact and sharing a direction of gaze are an important part of gathering information from communication partners;

- Loss of control of the setting – the remote participant may be attending in a location that is unsuitable for a Council meeting, or that has persons who may interrupt the meeting whether intentionally or unintentionally. Aside from the undesirability of introducing outside environments into the Council Chambers, it is also inappropriate to introduce Closed Council meetings into uncontrolled environments, which include both the physical location of the remote participant, as well as the potential for unauthorized interception of the feed;
- Community expectations – the *Community Charter* sets out attendance requirements for members of Council, and the community has expectations that members of Council will physically attend Council Meetings;
- Creation of expectations – the availability of the option to participate remotely may create expectations that all members will attend all meetings regardless of the fact that they cannot physically attend; and
- Telework divide – conflict may arise when there is greater demand than capacity for Electronic Participation. Those who are barred from remote participation due either to qualification for Electronic Participation or to the maximum capacity having been reached may feel excluded.

Should Council wish to proceed with the introduction of Electronic Participation, it is recommended that a Council Procedure Bylaw Amendment and a Corporate Policy be drafted to include the following:

- Requiring that a minimum of four participants physically attend the meeting. This allows the meeting to continue uninterrupted in cases where connection or intelligibility is lost;
- Restricting the maximum number of meetings in which a member may participate electronically each year. This ensures that the expectations of the community regarding physical attendance at meetings are met;
- Including criteria for determining eligibility for electronic participation. This allows for a fair determination of priority for electronic participation in situations in which demand outstrip capacity;
- Restricting Electronic Participation to meetings that are open to the public. This ensures that Closed Council meetings are securely closed to the public;
- Specifying requirements for the physical location of the remote participant. This ensures that undesirable environments and interruptions are not introduced into the Council Chambers;
- Specifying that, once connection is lost, the remote participant is deemed to have left the meeting and will be recorded as such in the minutes. This allows meetings to continue with minimal disruption; and
- Specifying the minimum level of intelligibility (e.g. speech must be clearly heard without time lag) for a member to continue participating remotely. This will allow the Presiding Member to determine when it would be appropriate to disconnect a remote participant to allow the meeting to continue without disruption.

During the discussion on the enterprise system, Council requested information on whether there are other purposes that the system could serve, such as bringing in remote presenters for staff training, or conducting other meetings with remote participants. As the enterprise system is designed specifically to allow for remote participation in Council Meeting context, and is location-specific in its set-up, there are limited uses outside of Electronic Participation in Council Meetings. Other remote videoconferencing solutions are likely to be more suitable for business meetings. It is also unlikely that the system could be used by other similar public bodies as part of facility rentals, as the use of the system would have to be included in their procedure bylaws.

### Other Options

THAT staff be directed to introduce policies and bylaw amendments to allow Electronic Participation in Council meetings, and acquire an enterprise system at a cost of \$45,000, with the cost referred to the Finance Committee to determine an appropriate funding source.

### Financial Implications

Should Council opt to introduce Electronic Participation in Council meetings, a budget will have to be approved for implementation. The cost of the enterprise system has since increased as the promotion at the time of the initial proposal has ended. The updated costs are \$45,000 for Option 1 and \$35,000 for Option 3.

### Communications / Civic Engagement

Should Council choose to introduce the option of allowing Electronic Participation at Council Meetings, it may be advantageous to issue a media release outlining the rationale for doing so.

### Council Strategic Plan Objectives

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

<b>Prepared by:</b>		<b>Reviewed by:</b>	
 <hr/> D. Shermer Corporate Officer		 <hr/> A. Parnell General Manager of Corporate Services	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>			
<b>City Manager's Comment/Concurrence</b>			
		 <hr/> Acting City Manager	
<b>Corporate Review</b>			<b>Initials</b>
Corporate Services – Information Services			RP
Corporate Services – Communications and Engagement			AK
Financial Services			FL