

Memorandum

Date: May 17, 2020
Submitted by: Corporate Services Department – Legislative Services Division
Subject: Corporate Policy for Electronic Meeting Participation Requirements

At the Special Council Meeting held on April 28, 2020, Council considered an on-table report from Mayor Rob Vagramov (**Attachment 1**) and passed the following resolution:

RC20/199

THAT members of Council be required to appear on video when participating in open or closed electronic meetings of Council that occur in place of Regular Meetings of Council and Committee of the Whole meetings;

AND THAT staff be directed to create a policy framework that would differentiate two types of Electronic Meetings: one for short-term emerging and extenuating circumstances, and one as a long-term replacement for regularly-scheduled meetings of Council, as recommended in the report dated April 28, 2020 from Mayor Rob Vagramov regarding Standards for Electronic Meetings;

AND THAT the aforementioned policy include a requirement for members of Council to appear on video when participating in open or closed electronic meetings of Council that occur in place of Regular Meetings of Council and Committee of the Whole meetings.

Draft Corporate Policy – 01-0530-2002-04 – Electronic Meeting Participation Requirements is included as **Attachment 2** for Council consideration. It should be noted that contrary to the considerations set out in the report, no allowance is being proposed to allow brief periods of interruption of video feed aside from those stemming from technical difficulties. This departure from the direction was made because any interruption of the video feed may be contrary to the interest of ensuring the integrity of the meeting. In response to the concerns outlined in the report regarding interruption of the video feed, the policy specifically states that Members may leave and rejoin the meeting through temporary disconnection or placement in the waiting room without limits, which is congruent with the case of in person meetings, where a participant can leave and return, but not become temporarily invisible. The recommended resolution is:

THAT Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements be adopted as recommended in the memo dated May 17, 2020 from the Corporate Services Department – Legislative Services Division regarding Corporate Policy for Electronic Meeting Participation Requirements.

Attachment(s)

1. Report Considered at the Special Council Meeting Held on April 28, 2020.
2. Draft Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements.

Report Approval Details

Document Title:	Corporate Policy for Electronic Meeting Participation Requirements.docx
Attachments:	- Attachment 1 - Report Considered at the Special Council Meeting Held on April 28, 2020.pdf - Attachment 2 - Corporate Policy - 01-0530-2020-04 - Electronic Meeting Participation Requirements.pdf
Final Approval Date:	May 19, 2020

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

Rosemary Lodge, Manager of Communications and Engagement - May 18, 2020 - 9:54 AM

Paul Rockwood, General Manager of Finance and Technology - May 18, 2020 - 3:36 PM

Angie Parnell, General Manager of Corporate Services - May 18, 2020 - 4:16 PM

Tim Savoie, City Manager - May 19, 2020 - 9:22 AM