

Memorandum

Date: August 31, 2020
Submitted by: Legislative Services Division
Subject: Hybrid Council Meetings

At the July 14, 2020 Council meeting, staff were directed to report back with options to conduct Council meetings in person and remotely with the following resolution:

RC20/290

THAT staff be directed to report back on the mechanisms to enable Council, staff, and the public to attend meetings electronically during the COVID-19 Pandemic.

A cross-organizational staff team reviewed options for allowing both in-person and electronic participation. The results are summarized in the table below:

	Participants and Audience Attendance Combined – Multiple Platform	Participants and Audience Attendance Combined – Single Platform	Participants and Audience Attendance Separated – Single Platform
Accommodates All Meeting Types	No	Possibly	Yes
Compliant with Ministerial Order	Yes	Yes	Yes
Allows Participant Equal Access to Information	No	Yes	Yes
Allows Council Access to Staff Expertise	No	Yes	Yes
Speaking Order (Speaker List)	Kept manually by Chair, seen only by Chair	Kept by system, seen by all participants	Kept by system, seen by all participants
Control of Active Speaker	Theatre Technician	All Participants	All Participants
Attendance Tracking	No	Yes	Yes
Vote Taking	By Voice	Meeting Platform	Meeting Platform
Meeting Speed	Slow	Normal	Normal
Control of Definitive Version of Meeting	Theatre Technician	Meeting Platform	Meeting Platform
Audio Quality	Stable and Lacking	Unstable but Acceptable	Stable and Acceptable
Additional Resources Required	Significant	Significant	Nominal
Control of Meeting Procedure	Lacking	Acceptable	Acceptable
Process Adaptation Required	High	Medium	Low
Supports Pandemic Response Planning	No	Yes	Yes

Details of each option will be presented at the Committee of the Whole meeting to be held on September 15, 2020 for Council consideration.

Report Approval Details

Document Title:	Hybrid Council Meetings.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Tim Savoie, City Manager - Sep 9, 2020 - 4:31 PM