



Legislation Text

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8.1

Council Policy C-CC-16 Meeting Through Electronic Means - Revisions

Presented by: Marta Caufield, Director, Legal, Legislative & Records Services

RECOMMENDED MOTION(S)

That the updated Policy C-CC-16 Meeting Through Electronic Means, attached to the June 4, 2024 agenda report entitled “Council Policy C-CC-16 Meeting Through Electronic Means”, be approved.

PURPOSE OF REPORT

The purpose of this agenda report is to present amendments to Council Policy C-CC-16 for Council’s consideration and approval.

BACKGROUND AND DISCUSSION

During the May 7, 2024 Council meeting, Council directed administration to update Council Policy C-CC-16 to add a provision which states that Council members will attend all Council meetings in-person, except due to unforeseen, extenuating, or extraordinary circumstances.

Administration has updated Council Policy C-CC-16 in this manner. Additionally, administration is proposing the other following clerical amendments to the policy:

- That the title of the policy be changed from “Meeting Through Electronic Communications” to “Meeting Through Electronic Means” in order to align with the wording used in the Municipal Government Act, associated regulation, and the Procedure Bylaw;
- That definitions of “Council”, “Councillor”, and “meeting” be added;
- That all references in the policy to “electronic communications” be changed to “electronic means” to align with the wording used in the Municipal Government Act, associated regulation, and the Procedure Bylaw;
- That the clause outlining the requirements of electronic meetings be updated to include current wording from the Municipal Government Act and associated regulation requiring all those in attendance, including members of the public, to be able to hear the meeting as it occurs and make submissions if appropriate;

- That the clause outlining how Councillors attending Council meetings via electronic means should vote be updated to reflect current practice;
- That the clause outlining external communications by Councillors during meetings be clarified to mean no external communications between Councillors during meetings; and
- That typos be fixed.

The redlined version of the updated Council Policy C-CC-16 Meeting Through Electronic Means is attached to this report.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

Not applicable.

IMPACTS OF RECOMMENDATION(S)

Financial:

None at this time.

Compliance & Legal:

It is preferable for Policy C-CC-16 to align with the wording related to meetings held via electronic means that is used in the Municipal Government Act, associated regulation, and the Procedure Bylaw.

Program or Service:

None at this time.

Organizational:

None at this time.

Risks

None at this time.

ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN

Not applicable.

ALIGNMENT TO LEVELS OF SERVICE DELIVERY

N/A

ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION

On May 7, 2024, Council passed the following motion:

CM-24-009

That Council Policy C-CC-16 Meeting Through Electronic Communications be amended to add a section stating that Councillors shall make every effort to attend Council meetings in person and only attend Council meetings by electronic communications due to unforeseen, extenuating, or extraordinary circumstances.

IMPACTS OF ALTERNATIVES CONSIDERED

If Council does not wish to support the recommendation, the following alternatives could be considered:

Alternative 1. Council could direct administration to make further changes to Policy C-C-16 prior to approving the policy.

Alternative 2. Do nothing.

Financial:

None at this time.

Compliance & Legal:

None at this time.

Program or Service:

None at this time.

Organizational:

None at this time.

Risks

None at this time.

Report Date: June 4, 2024

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Department Director: Marta Caufield

Chief Administrative Officer: Bill Fletcher