



Electronic Meeting & Public Hearing Implementation

October 4, 2021



Background

- ▶ New legislation allows for electronic meetings and electronic participation
- ▶ Electronic meetings: meeting conducted electronically, everyone is remote
- ▶ Electronic participation: meeting conducted in-person, one or some members remote

Guiding Principles

- ▶ Reflect in-person meeting procedures as closely as possible
- ▶ Maintain openness, transparency, and accountability
- ▶ Account for flexibility and accessibility

Council Procedure Bylaw

- ▶ Public hearing start times, scheduling, order of proceedings
- ▶ Electronic meetings with Mayor authorization or during state of emergency
- ▶ Electronic participation if unable to attend in person
- ▶ Notice of electronic meetings
- ▶ Location where public can watch electronic meeting proceedings
- ▶ Voting procedures
- ▶ Electronic committee meeting procedures

Electronic Council Meetings Policy

- ▶ Accompanies bylaw provisions
- ▶ Circumstances for electronic participation
- ▶ Reflect in-person participation
- ▶ Meet confidentiality and protection of privacy requirements

Waiver of Public Hearings Policy

- ▶ Criteria to waive public hearings
- ▶ Public notice, written correspondence, supplemental reports
- ▶ Regular reporting to Council on waived public hearing statistics

Recommendation

- ▶ Give the bylaw first, second & third readings
 - ▶ Public notice prior to adoption
- ▶ Adopt Electronic Council Meetings policy
- ▶ Amend Waiver of Public Hearing policy



Questions?