

ADMINISTRATIVE REPORT

Subject: Procedural By-Law - Electronic Participation
Date: 2022-04-19
To: Mayor and Council
From: Gabrielle Lecuyer, Municipal Clerk
File Number: AF22-01



ISSUE

For Council to consider and discuss electronic participation during Council meetings

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT approval of this report will agree with the recommendation of the Administration and Finance Executive Committee that Council approve an amendment to the Procedural By-Law relating to electronic participation and that the By-Law be brought forward for enactment

STRATEGIC IMPACT

N/A

OPTIONS & ALTERNATIVES

Council may choose to remain status quo relating to electronic participation with a focus on an urgent matter:

1. declared emergency by any level of government.
2. Restrictions or guidelines set out by the Northwestern Health Unit, the Ontario Provincial Police, Province of Ontario and the Municipal Emergency Control Group.

Currently we are following recommendations from the Health Unit once those recommendations change or are lifted Council will be in a position to physically attend the meetings per procedural By-Law as it currently reads.

HISTORY

At the Committee of the Whole meeting of March 28, 2022 council discussed options relating to electronic participation. There was a general consensus to move forward with a review of permitting electronic participation outside of an emergency such as the ongoing pandemic. A number of pros and cons were provided.

ANALYSIS

The attached proposed draft by-law would:

- repeal the most recent amendment relating to electronic participation
- permit electronic meetings to all regular or special Meeting of Council, including a meeting of Committee of the Whole, Regular Council, Council (Public Meeting), Executive Committee, Advisory Committee, Ad Hoc Committee and Standing Committee.
- provides for limitations with respect to the Regular Council Meetings and Committee of the Whole where members may not attend electronically more than 3 meetings in a row as the expectation is that every reasonable effort will be made by Council to physically be in attendance. The 3 consecutive meeting rule would not apply in an emergency or recommendation and guidelines as identified in the by-law. * The Chair or the Mayor must be physically present to facilitate signatures following the meeting.
- Members attending electronically will count toward quorum.
- Voting will be permitted.
- Electronic participation may include the closed meeting with headset.
- Further information relating to interruption in communication including public notice was provided in the proposed by-law
- Deputations will now be permitted electronically a new application form indicates options for in person or virtual (electronic)

CONSULTATION

N/A

SUPPORTING DOCUMENTS

- (1) Draft procedural By-Law 46-20C