

Governance Working Group

Report

6th Meeting of the Governance Working Group
September 25, 2023

PRESENT: Councillors S. Lewis (Chair), H. McAlister, P. Cuddy, J. Pribil, S. Trosow, C. Rahman, A. Hopkins, S. Franke, D. Ferreira, S. Hillier

ABSENT: S. Stevenson

ALSO PRESENT: S. Corman, K. Huckabone, B. Westlake-Power

Remote Attendance: L. Livingstone, A. Bush, M. Schulthess, J. Raycroft

The meeting is called to order at 1:01 PM; it being noted that the following were in remote attendance: Councillors C. Rahman, S. Hillier

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Consent Items

None.

3. Items for Discussion

3.1 Draft Council Policy - Electronic (Remote) Participation of Members of Council at Council and Standing Committee Meetings

Moved by: S. Franke

Seconded by: S. Trosow

That the following actions be taken with respect to the draft Electronic Meeting Participation Policy:

a) the above-noted draft policy, as appended to the Governance Working Group agenda, BE APPROVED; and,

b) the attached proposed by-law to enact the aforementioned policy BE INTRODUCED at the Municipal Council meeting to be held on October 17, 2023.

Motion Passed

4. Deferred Matters/Additional Business

4.1 2023 GWG Deferred List

That the following actions be taken with respect to the 2023 Governance Working Group Deferred Matters List:

a) the Civic Administration BE DIRECTED to bring forward to the Strategic Priorities and Policy Committee revisions to the Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions and the Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy to enact the following:

- i) the requirement to fully complete the selections for appointments of Council Members to standing committees during the selection voting process; and,
 - ii) the requirement for members to fully complete the submission form(s) for consideration of appointments to standing committees;
- b) the above-noted Deferred Matters List BE RECEIVED.

Motion Passed

Additional Votes:

Moved by: A. Hopkins
Seconded by: H. McAlister

That the Civic Administration BE DIRECTED to bring forward to the Strategic Priorities and Policy Committee revisions to the Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions and the Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy to enact the following:

- a) the requirement to fully complete the selections for appointments of Council Members to standing committees during the selection voting process; and,
- b) the requirement for members to fully complete the submission form(s) for consideration of appointments to standing committees.

Motion Passed

Moved by: S. Trosow
Seconded by: D. Ferreira

The Governance Working Group Deferred Matters List, as at September 25, 2023, BE RECEIVED.

5. Adjournment

5.1 Next Meeting Date - Monday, October 16, 2023 at 1:00 PM

Moved by: A. Hopkins
Seconded by: P. Cuddy

That the Governance Working Group meeting BE ADJOURNED.

Motion Passed

The meeting adjourned at 1:31 PM.

Bill No. _____
2023

By-law No. CPOL.-_401()-_____

A by-law to amend By-law No. CPOL.-401-173 being “Electronic Participation of Council Members at Council and Standing Committee Meetings” to repeal and replace Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-401-173 being “Electronic Participation of Council Members at Council and Standing Committee Meetings” to repeal and replace Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-401-173 being “Electronic Participation of Council Members at Council and Standing Committee Meetings” is hereby amended by deleting Schedule “A” in its entirety and replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on October 17, 2023, subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – October 17, 2023
Second Reading – October 17, 2023
Third Reading – October 17, 2023

Schedule “A”



London
CANADA

Electronic (Remote) Participation of Members of Council at Council and Standing Committee Meetings

Policy Name: Electronic (Remote) Participation at Council and Standing Committee Meetings

Legislative History: Enacted August 25, 2020 (By-law No. CPOL.-401-173), Amended October 17, 2023 (By-law No.- 401(____) - ____)

Last Review Date: October 17, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 It is the expectation for Members of Council or Committee to attend meetings in person, rather than participate remotely. This policy sets out the parameters for the electronic (remote) participation at Council and Standing Committee meetings, for both open and closed session.
- 1.2 The Council Procedure By-law sets out the parameters for the electronic participation of Elected Officials at Council and Standing Committee meetings during a period of a declared state of emergency.

2. Definitions

- 2.1 **Closed Session** – shall mean any portion of a Council or Standing Committee meeting that is not open to the public and is held in accordance with Section 239 of the *Municipal Act, 2001*.
- 2.2 **Electronic (Remote) Participation** – shall mean the participation of a Council Member remotely, via electronic means, who shall have the same rights and responsibilities as if the Member was in physical attendance.
- 2.3 **Meeting** – shall mean a regular, special or other meeting of the Council or standing committee and shall include meetings in closed session.
- 2.4 **Member** – shall mean a member of the Council or Standing Committee.

3. Applicability

- 3.1 This policy applies to any Member participating remotely.

4. The Policy

- 4.3 Council Members

The following shall apply to Electronic (Remote) Participation by a Member:

- a) The meeting Chair shall not be permitted to participate electronically/remotely.
- b) Members who intend to join remotely must notify the City Clerk and the Chair of the committee in advance, and their notification should include the reasons for their electronic participation.
- c) Members joining remotely shall connect to the meeting on the required platform and be clearly identifiable with their name.
- d) It is the Member’s duty to ensure that their equipment and technology are configured correctly in advance of the meeting.

- e) Members are required to have their camera on; it being noted that internet connectivity and bandwidth may influence the ability to keep a camera operational.
 - f) Each member is responsible to ensure that there is no background noise at their location that may interfere with the meeting and for muting their device when not speaking.
 - g) Members shall indicate they wish to speak by physically raising their hand (if the camera is on) or by using the virtual 'raise the hand' feature.
 - h) Any Member participating remotely shall leave the virtual meeting if they have a requirement to step away from the meeting prior to adjournment, for a personal break, or if they need to attend to a personal matter. The Member shall rejoin the virtual meeting when they are able to do so. The Clerk shall record attendance for voting purposes.
 - i) All Members participating remotely will vote by using the electronic agenda system or by voice when the electronic agenda system is not being used. All Members of Council are to have their video on during a vote, unless otherwise permitted by the Chair pursuant to this policy.
 - j) During closed session, it is required for all participating Members to have their cameras turned on and use a headset.
 - k) Where Members may wish to use an alternative background during a meeting, the Member shall use a background that is provided by the City of London, or a blurred background.
- 4.1 The administration of electronic meeting participation shall be at the discretion of the City Clerk, recognizing that technology and requirements will vary from time-to-time. This shall include the means by which Members shall vote.
- 4.2 Meeting record(s) shall reflect which Members and Staff attended electronically and which attended physically.