

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING JUNE 22, 2020
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	COUNCIL POLICY GENERAL POLICY FOR ADVISORY COMMITTEES

RECOMMENDATION

That, on the recommendation of the City Clerk, the proposed by-law attached as Appendix “A” to the staff report dated June 22, 2020, to amend the “General Policy for Advisory Committees” to provide for electronic meeting participation, BE INTRODUCED at the Municipal Council meeting to be held on June 29, 2020.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Strategic Priorities and Policy Committee – August 21, 2017
 Strategic Priorities and Policy Committee – July 23, 2018 (through Governance Working Group)
 Strategic Priorities and Policy Committee – September 17, 2018 (through Governance Working Group)

BACKGROUND

The current policy includes the following section:

4.14 Schedule and Location of Meetings

Advisory Committees shall meet at a frequency determined by the Municipal Council as part of the Advisory Committee’s mandate. However, if there is a time-sensitive matter that must be attended to in the opinion of the Chair and the Committee Secretary, a special meeting of the Advisory Committee may be called to deal with the time-sensitive matter. Advisory Committee meetings shall be held at City Hall and shall be open to the public, except during closed sessions which may be held in accordance with the Council Procedure By-law. Advisory Committee meetings may, with the approval of the Municipal Council, be held away from City Hall for a specific purpose.

As a part of the City of London’s response to the COVID-19 Emergency, the meetings of all London Advisory Committees were suspended. This was effective March 17, 2020. To-date, there has not been any legislative requirement for any of the committees to convene.

In order to facilitate the meetings of London Standing Committees and Council, during the COVID-19 Emergency, the Council Procedure By-law was amended to provide for the ability for Council and Standing Committee meetings to be conducted virtually during the declared emergency. This is in accordance with the *Municipal Act, 2001*, and the emergency order.

DISCUSSION

In anticipation of a legislative requirement for an Advisory Committee to meet, an amendment is proposed to section 4.14 of the General Policy for Advisory Committees, by adding the following to the section:

“Advisory Committees Members may, with the approval of the City Clerk or written designate, participate electronically in a meeting, if the convening of the Advisory Committee is legislatively required and it is impractical or impossible to attend the meeting in person. Any method of electronic participation must be approved by the City Clerk and is subject to available resources. Electronic participation is considered attendance for the purposes of section 4.16.”

PREPARED AND RECOMMENDED BY:

CATHY SAUNDERS CITY CLERK

APPENDIX “A”

Bill No.
2020

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-381-506, as it relates to a “General Policy for Advisory Committees” to provide for electronic meeting participation.

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 Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-381-506, as it relates to a “General Policy for Advisory Committees”, to provide clarification with respect to the implementation of the Policy.

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

1. By-law No. CPOL.-381-506, as it relates to a “General Policy for Advisory Committees” is hereby amended by adding the following to part 4.14 “Schedule and Location of Meetings”:

“Advisory Committees Members may, with the approval of the City Clerk or written designate, participate electronically in a meeting if the convening of the Advisory Committee is legislatively required and it is impractical or impossible to attend the meeting in person. Any method of electronic participation must be approved by the City Clerk and is subject to available resources. Electronic participation is considered attendance for the purposes of section 4.16.”

2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on _____, 2020.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – _____, 2020
Second Reading – _____, 2020
Third Reading – _____, 2020