

## POLICY STATEMENT AND REGULATIONS

### NUMBER 100.20

### Electronic Meetings – Public Participation

#### 1. GUIDING PRINCIPLE

Maintaining procedural fairness, transparency, and accountability through enhanced processes that will provide multiple opportunities for public input during electronic meetings of Council.

#### 2. PURPOSE

To provide multiple opportunities for residents to provide comment or representation to Council when convening a meeting electronically during COVID-19.

#### 3. APPLICATION

This policy applies to Regular (electronic) Meetings of Council; and Public Hearings

#### 4. POLICY STATEMENTS

1. Information Services will book each Regular Council Meeting and/or Public Hearing using the Zoom platform and will provide the recording, moderation, and technical support during each meeting.
2. Corporate Services will ensure the following statement is added to the beginning of each electronic meeting agenda:

“Please note this meeting is being recorded and is live streaming on the District of Summerland YouTube channel through the Zoom platform”

[https://www.youtube.com/channel/UC4nZCtk-Ky4Fq-qlb0-B9jA/featured?view\\_as=subscriber](https://www.youtube.com/channel/UC4nZCtk-Ky4Fq-qlb0-B9jA/featured?view_as=subscriber)

3. Corporate Services will accept written correspondence, pre-meeting registration to speak and during meeting requests to speak for all public comment items or public hearings as follows:

##### ***I. Written Correspondence***

The District will encourage the submission of written correspondence, as has always been allowed, as an alternative to attending an electronic meeting.

Individuals may submit correspondence as follows:

- with the author's name, civic address, email and/or phone number and the agenda item number or description.
- by email to [corporateofficer@summerland.ca](mailto:corporateofficer@summerland.ca) , or
- by mail, or hand delivery (dropbox), to Municipal Hall, and
- must be received by 4pm on the day of the meeting.

## **II. Register to Speak**

To provide representation to Council during the live recorded meeting, a 'Speaker's List' will be created for each regular meeting or public hearing in the order which the request was received.

Individuals may register to speak as follows:

- contact the Corporate Officer at [corporateofficer@summerland.ca](mailto:corporateofficer@summerland.ca) or
- by calling Municipal Hall at 250-494-6451; and
- provide the speakers name, civic address, email and/or phone number and the agenda item number or description
- registration for the speakers list will be open to 4pm on the day of the meeting

## **III. Request to Speak**

During the recorded, live streaming meeting, a member of the public may contact the meeting moderator by email or telephone to be added to the speakers list.

- The Mayor's introduction will provide the public with contact information at the beginning of the meeting, should a member of the public wish to be added to the speakers list.
- the item number, requestors name, civic address, email and/or phone number must be provided at the time of request; and
- additions to the speaker list will follow those who registered prior to the meeting in the order the request was received.

4. Corporate Services will provide the Mayor with a spoken message for each meeting based on the agenda.

"Members of the public who have not submitted their name and civic address for the speakers list are invited to do so now by email [corporateofficer@summerland.ca](mailto:corporateofficer@summerland.ca) or phone 250-404-4052.

Council welcomes public comment for (Public Hearing or Agenda item) \_\_\_\_\_ and/or \_\_\_\_\_"

5. Notification of each Public Hearing will include details regarding the three options for public participation at meetings of Council.
6. All public representation during meetings of Council are public and subject to the requirements under the *Freedom of Information and Protection of Privacy Act*.

**Adopted:** May 25, 2020