

## Council Policy

### Council Meetings – Public Participation (COVID-19)

Established: May 25, 2020

Contact Department: Corporate Services

#### Guiding Principle

The District of Summerland promotes openness, transparency, accountability and accessibility to Council decision-making.

#### Purpose

To provide members of the public with a variety of ways to listen, hear and make representation to Council in support of the health and safety of the community.

#### Application

This policy applies to Regular Meetings of Council and Public Hearings.

#### Policy Statement(s)

1. Information services will provide the appropriate audio, visual, and technical support during each meeting.
2. The Mayor will read a statement for the public at each meeting with information on accessing the meeting, and instructions on how members of the public may listen, watch and/or speak to Council during the meeting.
3. The District of Summerland will follow the Safety Plan for Municipal Hall and Council Chamber in compliance with the orders and guidelines established by the Provincial Health Officer to reduce transmission hazards during the COVID-19 Pandemic.
4. Members of the public will be invited to participate in the following four ways:
  - i. Watch/listen live

Members of the public may watch and/or listen to the live meeting through the District of Summerland 'YouTube' channel, found on <https://www.youtube.com>.

Meetings will be recorded and posted to the website for viewing after the conclusion of the meeting.

ii. Provide written correspondence

The District will encourage the submission of written correspondence for circulation to Council prior to the meeting.

Individuals may submit correspondence by email to [corporateofficer@summerland.ca](mailto:corporateofficer@summerland.ca), or by hand (mail, hand delivery, or drop box) to Municipal Hall. Correspondence must:

- include the author's name, civic address, email and/or phone number and reference to the agenda item, and
- be received by 12:00pm on the day of the meeting.

iii. Register to speak

Individuals are encouraged to **register in advance** by contacting the Corporate Officer at [corporateofficer@summerland.ca](mailto:corporateofficer@summerland.ca) or by calling Municipal Hall at 250-494-6451.

To provide comments to Council during a live recorded meeting or Public Hearing, a 'Speakers List' will be created in the order which the request was received.

Individuals may address Council in one of two ways:

a. **Remote** – connect via telephone during the live meeting:

- request must include the participant's name, civic address, and contact information
- request must reference the agenda item, and
- request must be received by 12:00pm on the day of the meeting.

b. **In person** – attend in person:

- request must include the participant's name, civic address and contact information as required by the Health Authorities
- request must reference the agenda item
- request must be received by 12:00pm on the day of the meeting
- attendees must read and declare they meet the health protocols for in-person attendance as provided by the Provincial Health Officer, and
- those attending may be asked to depart the meeting following comments to Council to comply with physical distancing guidelines.

All meetings and public hearings are being held in Council Chamber at Municipal Hall, 13211 Henry Ave, unless otherwise resolved by Council. During meetings, Council Chamber is limited to three members of the public at one time.

iv. Request to speak during the meeting

During the meeting, a member of the public may call into the meeting, and when non-registered callers are prompted by the Mayor, provide in-person comments to Council. To provide comment, individuals must:

- provide their name and civic address prior to addressing Council.
5. Notification of each Public Hearing will include details regarding the options for public participation at meetings of Council.
  6. All public representations to Council whether written, in-person, or audio, are available to the public as part of the public record and subject to the requirements under the *Freedom of Information and Protection of Privacy Act*.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description
October 26, 2020	Reso # R(a)-2020-156	Updated to include latest technology and in-person option; changed name of policy