

Members of the BILD Halton Chapter:

At the April 20th virtual City of Burlington Council meeting, Council approved [a report](#) that provides a response to how City Council and committee meetings will be conducted during the COVID-19 emergency. The report specifically addresses public delegations and public participation at Council and committee meetings, among other matters.

With respect to delegations from the public for Council and Committee meetings, it is recommended that the Procedure By-law be amended to allow for remote delegations (Appendix A). Should Council approve the Procedure By-law amendments as recommended in the report to allow for remote delegations, delegations could start during the May 2020 standing committees meetings. The below process will be detailed in the Remote Participation Guide, as found on Page 7 of the report:

- a) All requests to delegate to an Electronic Meeting under this section shall be made by way of electronic submission, submitted to the Clerks Department at clerks@burlington.ca by noon the day before the Electronic Meeting. If the Electronic Meeting is on a Monday, requests to delegate shall be submitted by noon on the Friday before the meeting. Submissions shall be provided to members in advance of the meeting.
- b) Public attendance to Electronic Meetings during the course of an Emergency may be restricted to electronic means and will be indicated on the meeting agenda.
- c) All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all members of Council in advance as a back-up to technology. All rules in the Procedure By-law with respect to delegations (Section 40 Delegations) shall apply to remote delegations.
- d) Confirmed delegates will be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- e) On the day of the meeting, all registered delegates should log into the system 30 minutes in advance of the meeting start time to check-in with appropriate staff and to ensure that their audio settings are appropriate for the meeting webcast.
- f) When waiting to be called upon by the Mayor/Chair, all delegates will have their audio on mute.
- g) The Chair or the Clerk may indicate when the delegate has one-minute left to complete their delegation.

Statutory Public Meetings

In terms of statutory public meetings, staff are working on a process to support Statutory Public Meetings. Once this is determined a by-law amendment will be presented to Council. In light of the Provincial April 15th announcement on Regulation 149/20 on legislated planning timelines (see BILD e-mail below), staff are recommending that in consultation with Legal Services and Community Planning, some suspended matters could be brought forward during this time to ensure that items are dealt with in a timely manner. Additionally, in doing so, when the City returns to in-person meetings there is not a backlog of items that must be scheduled. In addition, a return to in-person meetings may be gradual, wherein public access to Council Chambers may be limited or have restrictions.

Staff indicate in their report that more time is required to fully walk through the process to assess, and ensure that an equitable approach, balancing public participation with the constraints of technology and resources is brought forward. Staff will use learnings from the delegation opportunities provided in the

month of May, to help inform how statutory planning public meetings could be structured in a virtual environment.

For questions, please contact:

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