



Motion Memorandum

SUBJECT: City Clerk Staff Direction regarding the creation of a Hybrid Council Business Model

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Councillor Shawna Stolte, Ward 4

Date to Committee: July 8, 2021

Date to Council: July 13, 2021

Motion for Council to Consider:

Direct the City Clerk to initiate the planning and implementation of a gradual transition of City Committee/Council meetings (as well as public access) to a hybrid model of Committee/Council that accommodates both in-person as well as continued virtual options and report back on a plan at the September CSSRA Committee meeting with a projected transition/implementation goal of Q4 2021.

Reason:

The original intention was to bring this Motion forward through the formal channels during the September Committee cycle, but following a significant online connectivity issue during a critical in-camera session yesterday it became evident that this Motion needed to be brought forward under Section 36.4 of the Procedure By-law:

Where it is deemed necessary to not delay the consideration, a motion may be introduced without notice by Committee or Council by way of a successful two-thirds vote of the members present to waive notice.

We began the necessary process of conducting our City Council business virtually in March of 2020 as a clear response to the COVID-19 pandemic. There have been many benefits of allowing both Council and public access to conduct meetings online, but the reality is that this method of conducting business does have its detriments and was never meant to permanently replace in-person Council and public attendance in Council Chambers at Burlington City Hall.

The assumption has been that as we increase vaccination rates and safely resume public access to indoor City facilities that this would also include safe public access to City Hall to delegate and witness Committee/Council debates and decision making.

The opportunity needs to be made **available as soon as is safely possible** to allow for a **hybrid** Council business model that incorporates both online and in-person options for Council and public attendance.

In conversation with our IT department, this hybrid model will be complicated to create and configure and therefore, as we proceed with Service Re-Design and Resumptions across the corporation, we need to allow sufficient time for both our City Clerk as well as our IT Department, Facilities Department as well as our Health and Safety Team to come up with an appropriate plan that can then be implemented in a timely manner.

This motion sets out a timeline of requesting the Clerks Department to present a plan to be presented to Council at the September 2021 CSSRA Committee with a projected implementation schedule of Q4 2021.

Outcome Sought:

A coordinated, timely plan to initiate a hybrid model of Council and public in-person attendance at Committee/Council meetings by end of Q4 2021.

Vision to Focus Alignment:

(check those that apply)

- ☐ Increase economic prosperity and community responsive city growth
- ☐ Improve integrated city mobility
- ☐ Support sustainable infrastructure and a resilient environment
- ☒ Building more citizen engagement, community health and culture
- ☒ Deliver customer centric services with a focus on efficiency and technology transformation

Motion Seconded by:
Share with Senior Staff ☐

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

Comments:

City Clerk: Approved.

City Manager: Approved.