

City of Mississauga

Corporate Report



<p>Date: November 25, 2022</p> <p>To: Mayor and Members of Council</p> <p>From: Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: December 7, 2022</p>
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Subject

Meeting Format for Council, Committees and Quasi-Judicial Tribunals

Recommendation

1. That Council and Standing Committee meetings, with the exception of Audit Committee, continue in a hybrid format as outlined in the Corporate Report dated November 25, 2022 from the Commissioner of Corporate Services entitled "Meeting Format for Council Committees and Quasi-Judicial Tribunals".
2. That Advisory Committees, Quasi-Judicial Tribunals and Audit Committee meetings continue in a virtual format other than at the call of the Chair of the Committee for a specific reason requiring in-person attendance.

Background

On March 23, 2022, Council passed the following Resolution 0062-2022:

1. That Council and Standing Committee meetings, except Audit Committee, remain in a hybrid format until December 31, 2022 as outlined in the Corporate Report dated March 3, 2022 from the Commissioner of Corporate Services entitled "Hybrid and Virtual Meetings for Council and Committees".
2. That Advisory Committees, Quasi-Judicial Committees and Audit Committee meeting remain in a virtual format until December 31, 2022.

With the new term of Council and above-noted resolution, direction related to meeting format for Council and Committees is required.

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Comments

Council and all Standing Committees, with the exception of Audit Committee, have offered hybrid attendance since February 2022. Hybrid meetings provide Members of Council, staff and the public the option of attending meetings in-person or online (including a telephone option) and provide the greatest flexibility for participants. The previous in-person only option may have precluded participation due to issues related to a weather event, personal/work schedule, illness, being out of town, etc. Offering a hybrid option allows everyone to participate.

Given the scope and attendees at Audit Committee, the virtual option worked very well in the past term and it is recommended that it continue in a virtual format.

Advisory Committees and Quasi-Judicial Tribunals have operated in the virtual format for the past few years. This has been a convenient format for the majority of committee members as it provides flexibility and ease in participation. The flexibility of virtual meetings may also allow those who previously could not attend meetings in-person the opportunity to join and/or participate. The public has continued to participate in these committees and tribunals by registering with the Clerk's Office staff in advance of the meetings and have noted the convenience of this option. A benchmarking review with 11 Greater Toronto Area municipalities revealed that only one municipality has returned to in-person only meetings, whereas 10 of the 11 municipalities host virtual meetings for citizen committees. To provide the greatest flexibility for citizen members, staff recommend that advisory committees and quasi-judicial tribunal meetings continue in a virtual format unless the Chair requests a hybrid or in-person meeting for a specific reason.

Financial Impact

Staffing costs associated with conducting hybrid meetings are higher than the traditional in-person meetings as staff are required in-person as well as staff to assist those participating virtually. To provide hybrid meetings for all committees of Council, including advisory committees, use of the Council Chamber would be required due to the technical equipment required to operate a seamless meeting. Additional staff resources would be required to operate hybrid meetings for all meetings of Council and Committees.

The current staff complement can continue to support hybrid meetings for Council and Standing Committees and virtual meetings for advisory committees and quasi-judicial tribunals.

Conclusion

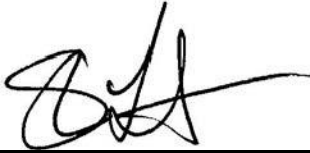
With the introduction of hybrid and virtual meetings for Council and its Committees, the City has allowed for greater participation and flexibility for all participants. Hybrid meetings provide flexibility and choice to individuals on how they wish to participate in meetings of Council and Standing Committees. Virtual meetings for advisory committees and quasi-judicial tribunals

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gives citizen members opportunities to participate more readily by providing greater convenience and inclusivity for citizen members.



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

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