Corporation of the Municipality of Brockton

Report to Council

Report Title:	2021 Council Meeting Schedule
Prepared By:	Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk
Department:	Clerk's
Date:	November 10, 2020
Report Number:	CLK2020-38 **File Number:** C11CL, C03
Attachments:	Draft 2021 Council Meeting Calendar

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CLK2020-38 – 2021 Council Meeting Schedule, prepared by Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk and in doing so approves the following regular Council Meeting dates for 2021 to be held at 7:00 p.m., unless otherwise noted in accordance with the Municipality of Brockton's Procedural By-Law:

Tuesday, January 12, 2021,
Tuesday, January 19, 2021 (Budget Meeting) 9:00 a.m.
Tuesday, January 20, 2021 (Budget Meeting) 9:00 a.m.
Tuesday, January 26, 2021
Tuesday, February 9, 2021 (Budget Meeting at 1:00 p.m. and Council Meeting at 7:00 p.m.)
Tuesday, March 9, 2021
Tuesday, March 23, 2021
Tuesday, April 13, 2021
Tuesday, April 27, 2021
Tuesday, May 11, 2021
Tuesday, May 25, 2021
Tuesday, June 8, 2021
Tuesday, June 22, 2021
Tuesday, July 13, 2021
Tuesday, August 10, 2021
Tuesday, August 24, 2021
Tuesday, September 14, 2021
Tuesday, September 28, 2021
Tuesday, October 12, 2021
Tuesday, October 26, 2021
Tuesday, November 9, 2021
Tuesday, November 23, 2021
Tuesday, December 14, 2021

And that these dates be circulated to all Council members and posted on the Municipal website.

And further that the Council of the Municipality of Brockton hereby approves meeting electronically through Zoom Video Conferencing until April 2021 (except for the 2021 Budget Meetings which will be held in-person with distancing and screening protocols in place) in order to discuss the costs associated with broadcasting Council Meetings during 2021 Budget deliberations.

Report:

Background:

In accordance with the Municipality of Brockton's Procedural By-Law, staff have compiled a draft calendar of the 2021 Council Meeting dates.

Analysis:

Council Meetings

The meetings have been scheduled for the second and fourth Tuesdays of each month at 7:00 p.m., unless specified. Staff propose that Council Meetings continue to occur electronically through Zoom Video Conferencing until April 2021 (except for the 2021 Budget Meetings which will occur in person) in order to allow Council to respond to changing circumstances and discuss any costs associated with broadcasting Council Meetings during the 2021 Budget deliberations. Staff will bring forward details about broadcasting Council Meetings in the 2021 Budget.

Staff are recommending that Council approve the attached 2021 Council Meeting Schedule.

2021 Budget Meetings

Three (3) meetings on Tuesday, January 19, 2021, Wednesday, January 20, 2021, and Tuesday, February 9, 2020 have been scheduled as Budget Meetings to consider the 2021 Municipal Budget. Staff are proposing that the Budget Meetings begin at 9:00 a.m. in January, and at 1:00 p.m. on Tuesday, February 9, 2021 and continue into the regular Council Meeting at 7:00 p.m. on Tuesday, February 9, 2021. The Budget Meetings will be tentatively scheduled to occur in person with social distancing and screening protocols in place.

Zoom Poll Feature

Council requested that staff investigate using the poll feature on Zoom Video Conferencing. Upon review, the poll feature in Zoom allows participants to record their response to poll questions live during the course of the meeting. Polls can be set up prior to, or can be launched during the webinar. However, if polls are amended or added during the meeting, the Host is redirected back to the main Zoom portal to edit the Poll question manually which must then be relaunched to allow panelists to participate/vote on the new poll question in the ongoing webinar.

In practical terms, this means that the motions could be loaded into Zoom in advance, but any amendments to those motions would be very difficult to administer while also amending motions in the agenda management software and recording the minutes – doing so would likely cause some delays in the meeting. As a result, using the Poll feature will involve needing two staff members to ensure all the changes can be completed in a

manner that allows the meeting to keep running smoothly, rather than having only the Clerk run the open meeting.

Zoom only allows a maximum of 25 polls to be created during a webinar. In theory, staff could arrange to have Motions/Resolutions appear as poll questions during the Council Meeting to allow Council Members to vote live and transparently record the results of the Resolutions. Although, most Council Meetings average 25 or more Resolutions.

The results of the polls can be shared during the meeting but the user must manually share the result of each poll. The results do not display the name of the panelist (Council Member) who voted; it only shows the number of votes cast for each poll question.

Also, the poll feature is limited to Zoom users only. The poll appears as a pop-up window on the Zoom user's screen, allowing them to vote on the question and also displays pop-up window for attendees watching the meeting. This pop-up does not appear through the Zoom user's webcam; therefore, it does not appear on the webinar's recording. This also means that the pop-up would not appear for any member of the public watching the meeting on YouTube.

Staff feel that if the feature was used, it may bring some clarity for Council members and Zoom attendees, but not necessarily all members of the public, which would be the purpose of having the transparent vote. Since the feature would also put additional responsibilities on the webinar's Host, who must continue to manage the webinar, and record the meeting's minutes, this feature may be better used only for Recorded Votes.

Mayor Peabody continues to ensure consensus on votes through a visible show of hands which is more visible and transparent to those watching the webinar (in both Zoom and on YouTube and the meeting recording) rather than the poll feature.

As we head into 2021, if Council were to consider the webcasting modules in eScribe, the Vote Manager module could be used which would clearly display the text of the motion and results of each vote graphically for all viewers with no added administration. The eScribe Vote Manager module is being used by the County of Bruce during their broadcasted Council Meetings.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision?   N/A
- Do the recommendations contribute to achieving Cultural Vibrancy?   N/A
- Do the recommendations contribute to achieving Economic Prosperity?   N/A
- Do the recommendations contribute to Environmental Integrity?   N/A
- Do the recommendations contribute to the Social Equity?   N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? N/A

Reviewed By:

Trish Serratore, Chief Financial Officer

Respectfully Submitted by:

Sarah Johnson, Jr. Deputy Clerk

Fiona Hamilton, Clerk

Reviewed By:

Sonya Watson, Chief Administrative Officer