

From: Jeanne Mayo
Sent: June 23, 2021 10:31 AM
To: clerk@hamilton.ca
Subject: Fwd: Office of Clerks Request for Comments

From: Jeanne Mayo
Sent: June 22, 2021 8:59 PM
To: Baldwin, Sonya <Sonya.Baldwin@hamilton.ca>
Cc: Maychak, Lisa <Lisa.Maychak@hamilton.ca>; Jackson, Tom <Tom.Jackson@hamilton.ca>
Subject: Re: Office of Clerks Request for Comments
To: Office of Clerks

Once again, the Office of Clerk's has asked for our comments on the **Report on Virtual Participation of a member..Advisory Committee Meetings outside of an Emergency** before **Thursday noon**, which does not allow for debate amongst ourselves. I don't understand the rush because if Council approves this Report, it will not be implemented until the necessary funds are allocated in the 2022 budget. The Report on Virtual Participation outlines two options for meetings after the emergency is over.

1. Hybrid meetings - where members may participate either in person or virtually. These sessions would be recorded and the recordings will be archived.
2. Return to pre-COVID structure where all members attend in person. It is not clear if the meetings will be recorded and archived.

With regard to the Office of Clerk's proposal for Hybrid meetings, here are my comments.

1. The Report of the Virtual Participation indicates on p.2 "Executive Summary (b)....to permit virtual participation of a member...where ...member **cannot** attend in person".

My comments - there is no definition of 'cannot'. I suggest that all members have the option to attend in person or virtually.

2. Appendix 'B', p.1 indicates that a member who intends to participate in a meeting virtually "will be required to advise the Clerk at least two days prior to the meeting".

However, Appendix "C" indicates that "invitations to meetings will be sent ...in the form of an Outlook/Webex invitation."

My comments - if all members receive the Webex link, then the duty to advise at least two days in advance is not necessary. Everyone will have the link and can decide up to the beginning of the meeting whether to attend in person or virtually.

3. Appendix "B, Attending Hybrid Meetings" - indicates that members "will be required to sign into a Webex meeting...at least 30 minutes prior to the start of the meeting".

My comments - If a member signs in later, does the member have the right to attend the meeting?

4. With respect to the attending a meeting virtually, I believe that certain clarifications are needed.

- Is the member required to appear on live video so that the participant is identified?

- Does the member have a right to participate by telephone link only

4. Appendix "G" Hamilton Advisory Committee/Task Force Code of Conduct has been added to the Advisory Committee Procedural Handbook

My comments - the Office of Clerks must inform all Advisory Committee members of this addition and clarify if members will be open to probes by the integrity commissioner. The Office of Clerks must provide training to all advisory committee members on the Code of conduct.

Jeanne Mayo

Member

Seniors Advisory Committee