Date: May 15, 2020

To: Planning Advisory Committee

From: Growth & Community Planning
       Growth & Community Development Services

Meeting: May 20, 2020

SUBJECT: Planning Advisory Committee Rules of Procedure - Updates for virtual meetings – Ratification

Jurisdiction: The Community Planning Act authorizes the Planning Advisory Committee to create Rules and Procedures to govern Planning Advisory Committee meetings. The Rules of Procedure document outlines that ‘non-application’ discussions occur in a closed meeting of the Committee.

EXECUTIVE SUMMARY

Due to the declaration of a State of Emergency by the Province of New Brunswick and directions by the Chief Medical Officer of Health of New Brunswick, all in person gatherings exceeding 10 people have been prohibited due to the possible spread of COVID-19.

Revisions to the Committee’s Rules of Procedure are required to provide for teleconference or web-based meetings of the City’s Planning Advisory Committee. Committee discussed and voted on these recommendations at a closed meeting on April 21, 2020 however identified the need to ratify this decision in an open session to confirm this decision. May 20, 2020 is the first public meeting of the Committee where these updates could be ratified.

RECOMMENDATION

1. That the Committee ratify amendments the PAC Rules of Procedure, voted on in the closed meeting of April 21, 2020 as follows (Recommended revisions attached to report):
4) Business Meetings

Amending sections B, C and D to enable:
- web conference, teleconference or alternate venue meetings (outside of City Hall);
- potential for earlier start times;
- adjusting pre-meeting with staff due to earlier meeting start times.

5) Special Meetings

Amending section A to clarify that special meetings may occur at City Hall, via a web conference, via a teleconference or at an alternate venue to City Hall.

9) Meeting Decorum

Amending section C to clarify that rules of decorum apply to web conference and teleconference calls and that those attending, if not respecting the decorum of the meeting or being disrespectful, can be removed from the web conference/teleconference by direction of the chair.

10) Business Procedures

Amending section d (iv) to clarify that the public process for a web conference or teleconference.

16) Web Conference and Teleconference Meetings

Adding section 16 (Web Conference and Teleconference Meetings) to provide additional procedures for these types of meetings beyond the normal manner in which business is conveyed.

ANALYSIS

Due to the declaration of a State of Emergency by the Province of New Brunswick and directions by the Chief Medical Officer of Health of New Brunswick, all in person gatherings exceeding 10 people have been prohibited due to the possible spread of COVID-19.

Restoration of the Planning Advisory Committee process, along with Council Public Hearings, has been a primary concern as a number of applications requiring an approval of or recommendation from the Committee have stalled. In consultation with the City Solicitor, amendments to the PAC rules of procedure to enable virtual meetings were prepared and reviewed by committee in the closed meeting of April 21, 2020. These amendments also
included the ability to schedule meetings for alternative venues, as a means to plan for the future should an alternative venue be required.

PAC adopted the proposed amendments on April 21, 2020 in a closed meeting; however, the committee indicated a desire to ratify its decision on these rules in a public meeting at that time. This is similar to the process Common Council followed when making changes to their procedural by-law. Staff recommend that committee ratify the proposed Rules of Procedure as this helps ensure the committee can respond to changing meeting circumstances both related to the current COVID-19 situation but also into the future.

APPROVALS AND CONTACT

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APPENDIX

Attachment 1: Proposed Revisions to Rules of Procedure