

# THE VILLAGE OF MONTROSE

**POLICY TITLE:** COVID – 19 MEETING POLICY

**POLICY #0552**

**POLICY STATEMENT:**

It is the policy of Council to allow public participation in Council Meetings during the COVID – 19 pandemic.

**POLICY BACKGROUND:**

The Provincial Government has mandated under Ministerial Order M192, that local governments take the necessary action to ensure that Council and Board meetings are accessible to the general public during the COVID 19 pandemic.

**POLICY GOAL:**

The goal of this policy is to establish a protocol framework that allows the general public to access Council meetings, while also ensuring the safety of the participating public, Council and staff during those meetings.

**POLICY OBJECTIVES:**

1. The Village will follow Federal, Provincial, and local health authorities' orders, regulations and best practices regarding COVID – 19 pandemic response where it is operationally feasible or a legally mandated requirement.
2. In order to comply with physical distancing requirements as mandated by the Provincial Health Officer, a maximum of two members of the public or delegates may attend the meeting, in addition to Council and Staff.
3. If it is anticipated that demand for public participation exceed capacity, or for agenda items attracting a high level of public interest, consideration will be given to alternative public participation means including the utilization of electronic meeting access or hosting the meeting at a location with greater capacity.
4. In order to ensure openness, transparency and accessibility, draft agenda packages for Regular Council Meetings will be posted on the Village's Facebook page on the Thursday afternoon before the meeting date. Members of the public are invited to submit written comments regarding items on the agenda up until 4:00pm on the day of the meeting These comments will be presented to Council during the Delegations portion for the meeting.
5. The Village of Montrose Council Meeting Safety Plan will be attached as an addendum to this policy and will be posted in the Village office lobby, bulletin board and website.

Initially approved at meeting #27-20 on September 8, 2020

Last reviewed and confirmed unchanged at meeting #45 - 21, September 20, 2021

Next scheduled to be reviewed on September 19, 2022

**Village of Montrose**  
**Council Meeting Safety Plan**

- A maximum of two members of the general public or delegates, plus Council and one staff member are allowed to attend Council meetings at one time.
- The staff member attending will collect the names and contact information of all public participants. This information will be kept for thirty days.
- All meeting attendees must utilize the supplied hand sanitizer prior to entering Council Chambers
- Any attendees who are feeling ill must not attend.
- Delegates and members of the public must exit Council Chambers via the emergency exit door.
- The wearing of face masks is encouraged if participants are concerned for their physical well-being or if physical distancing is not possible.