

THE VILLAGE OF MONTROSE

POLICY TITLE: PANDEMIC MEETING POLICY

POLICY #0552

POLICY STATEMENT:

It is the policy of Council to allow public participation in Council Meetings during a Provincially declared health pandemic situation.

POLICY BACKGROUND:

The Provincial Government may mandate, under Ministerial Orders, that local governments take the necessary action to ensure that Council and Board meetings are accessible to the general public during declared health pandemics.

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 during a Provincially declared health pandemic.

POLICY OBJECTIVES:

1. The Village will follow Federal, Provincial, and local health authorities' orders, regulations and best practices regarding any declared pandemic response where it is operationally feasible or a legally mandated requirement.
2. In order to comply with pandemic health and safety requirements, the Village may cancel in-person meetings, limit or restrict general public access to public meetings. At all times, the Village shall make every effort to ensure that open Council meetings are available for public access via electronic means.
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 hosting the meeting at a location with greater capacity.
4. 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. Based on Federal, Provincial and local Health Authorities' orders and guidelines, a Village of Montrose Council Meeting Safety Plan will be developed and 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

Approved as amended at meeting #39 - 22, October 17, 2022

Last reviewed and confirmed unchanged at meeting #30-25 September 15, 2025

Next scheduled to be reviewed on September 21, 2026