

Report to Council

Clerk's Department Report No. CLK-2025-05

From: Alison Collard, Municipal Clerk

Date: March 27, 2025

Subject: Presentations by Consultants

Recommendation

Be it resolved that the Clerk's Department Report CLK-2025-05 regarding Presentations by Consultants be received and;

Be it further resolved that Council approve the electronic participation of consultants in Public Meetings and Councils meetings as deemed appropriate by the Chief Administrative Officer.

Background

Council adopted Procedural By-law 2024-72, a by-law to adopt a procedure for governing the calling, place and proceedings of meetings for the Township of Champlain.

The Procedural By-law provides for circumstances when members of Council or members of the public (delegations) may or may not participate in a meeting electronically. However, the Procedural By-law is silent with respect to the participation of consultants hired by the Township.

Analysis

From time to time, the Township hires a consultant to perform a particular role, such as the Township's consulting planner, or the Township hires a consultant to prepare a particular report and/or study. These consultants are often located outside the municipality. In order to make presentations to Council these consultants must travel to the Township, usually outside of business hours. This is a time loss for the consultant and a cost to the Township.



When the necessary audio-visual equipment is available and when it is deemed appropriate by the CAO, staff recommends that Council permit such consultants to participate in the meeting electronically,

At the next revision of the Procedural By-law, the Clerk will add a clause to this effect.

Financial Implications

There will be a positive financial implication for the Township.

Options/Alternatives

1. Council can approve the recommendation as presented.
2. Council can make modifications to the recommendation.
3. Council can insist that all consultants attend Council meetings in person.

Conclusion

Allowing Consultants to participate in Council meetings electronically has significant benefits for both the Consultants and the Township.

Respectfully submitted by

Alison Collard
Municipal Clerk

Kevin Tessier, CPA
Chief Administrative Officer (CAO)