

MULTI-MUNICIPAL ENERGY WORKING GROUP

Meeting Date: March 14, 2024
Title: Proposed Changes to Operating Processes
From: Julie Hamilton, Recording Secretary

Recommendation:

That the Multi-Municipal Energy Working Group agree to the proposed changes and direct the recording secretary to work towards implementation of the same.

Background and Analysis:

With the ongoing advancements in the energy sector, there have been a number of different topics that the MMEWG has been discussing, investigating and advocating for. As a result, there has been a notable increase in the amount of correspondence being circulated between meetings between MMEWG members, members of the public and other levels and government organizations. In an effort to maintain transparency and ensure that all MMEWG members are kept up to date, a few changes are proposed to processes currently in place. This would also align the operation of the group with the procedural bylaw in which it operates under.

Webpage Creation

A website dedicated to the Multi-Municipal Energy Working Group would host all the information related to the workings of the group and provide information such as meeting schedules, membership details, how to access agendas, minutes, etc. and provide informational updates that the group may feel are important. It also provides a searchable option for anyone to access. Member municipalities would be able to link to the website from their sites if they wished. The best type of hosting for the site is still to be determined however, there are a few options that would not require any funds to support.

Disbandment of the Public Mailing List

The website would provide the opportunity to move away from the public mailing list. Currently, the list has about 30 contacts and was created by the previous recording secretary. Since it has been quite some time since the list was created, there could be potential implications related to permission of use for contact information obtained in the list. With a webpage in place, those who wish to seek information will have a resource and from there will be able to reach out for further details where they deem it appropriate.

Agenda and Information Circulation

The agenda process would then work similar to a regular Council meeting. Delegation requests from the public will be received up to a week in advance with a deadline for materials. All other information deemed relevant will be compiled by the recording secretary and the Chair will confirm the final agenda prior to circulation.

There are often emails which contain news articles, short updates and other related information that may be of interest to the members and not necessary deemed necessary to be added to an agenda. These types of correspondence would be circulated to the members by the recording secretary and deemed to be delivered. If a member wishes to have that item raised at a future meeting, they can ask to have it added to a future agenda for discussion.

Conclusion:

During the transition, the public list would continue and prior to disbandment, an email would be circulated to everyone on it highlighting the changes and how they can access information going forward.

It is anticipated that the changes could be implemented prior to the May meeting. This would require some extra time by the recording secretary to implement, so a slight increase in the hours would be seen during the implementation and transition, otherwise, there should be no other financial impacts.