Appendix B: Draft Committee & Commission Resolution

1. That this resolution applies to the (insert commission name) for the meetings being held (insert date of next three months of regular meetings), and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the (committee/commission), because:
    a. The available meeting facilities cannot accommodate more than (x) people in person, including members of the (committee/commission) and staff, and
    b. There are no other facilities presently available that will allow physical attendance of the (committee/commission) and the public in sufficient numbers; and
3. That the (committee/commission) is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means (CHOOSE THOSE THAT APPLY):
    a. By allowing the public to hear (and/or) participate via electronic meeting software,
    b. By allowing the public to see and hear the live webcasting of the meeting on the CRD website,
    c. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
    d. By providing newspaper notice of the meeting and means of seeing, hearing and participating in the meeting in accordance with the requirements on the *Local Government Act*,
    e. By providing additional notice of the meeting by (insert detail here),
    f. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
    g. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
    h. By making the minutes of the meeting available on the CRD website following the meeting