



How many EPC Meetings are there?

In a given year, there are 10 meetings and one retreat. For 2023, so far one of the meetings is planned to be 100% virtual.

What is the requirement of attendance?

Commission members must attend at least 75% of the meetings. This is equivalent to attending eight meetings over the course of your term year; not missing more than three. Not receiving an advanced excused absence and not showing up in-person or online constitutes an absence.

How do I obtain an excused absence? Does that count against my attendance?

The Chair of the Commission has full discretion to excuse an absence in advance of the meeting. Excused absences do not count against attendance percentage per the City Clerk's Office. However, too many excused absences may draw a red flag to Council. Removal for poor attendance is always at Council's discretion. Council is made aware of attendance annually with the Commission's progress report. Excused absences should be documented in an email and shared with EPC Staff for the record.

How does remote participation affect the business of the Commission?

In order for the Commission to hold a public meeting, a quorum of in-person members must be present. There are 13 members and seven members represent a quorum.

How does remote participation affect my attendance?

With Chair approval, members are allowed to attend 25% (up to 3) of the meetings held remotely for personal reasons; there is no limit on virtual attendance for medical reasons (with Chair approval). Those remotely attended meetings are not considered absences and do not affect percentages. Remote participation approval should be documented in an email and shared with EPC Staff for the record.