



**City of Richmond**

**Report to Committee**

To General Purposes - Jan 4, 200

**To:** General Purposes Committee

**Date:** December 16, 2004

**From:** J. Richard McKenna  
City Clerk

**File:** 8060-20-7873

**Re:** Amendment to Council Procedure Bylaw – Electronic Meeting Participation

**Staff Recommendation**

1. That Council Procedure Bylaw No 7560, Amendment Bylaw No 7873, which sanctions the use of electronic equipment and participation by members of council electronically, at special Council meetings, be introduced and given first, second and third readings.
2. That staff proceed with the statutory public notification of this proposed change to the Council Procedure Bylaw.

J. Richard McKenna  
City Clerk  
(3266)

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<b>REVIEWED BY TAG</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

At the General Purposes Committee meeting on Nov 1<sup>st</sup>, 2004, the following resolution was adopted, and the purpose of this report is to implement these directions.

*That the City Clerk bring forward appropriate amendments to the Council Procedure Bylaw to implement electronic meeting participation for members of Council, on the following basis:*

- (a) Open and closed Special Meetings of Council held in either the Council Chambers or the Anderson Room; and*
- (b) Public Hearings and open and closed meetings of all Standing and Select Committees of Council will not be held electronically or have electronic participation.*

### Analysis

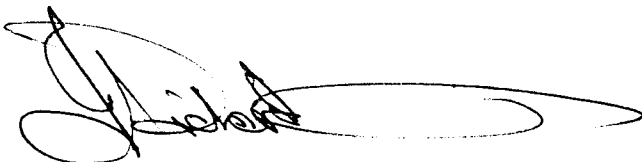
From the options presented in the original staff report, Committee has directed that the electronic meeting option apply to Special Council Meetings so that one or more members, up to and including the entire council, if absent, can participate electronically. The procedures which govern such meetings are contained in the statute itself and thus all the (attached) bylaw need do is authorize the kinds of meetings, in this case special meetings, where the use of such equipment is permitted.

### Financial Impact

As stated in the previous report a modest equipment expenditure is required to upgrade the Anderson Room speaker system, otherwise there is no financial impact.

### Conclusion

The necessary public notice of these proposed changes will be undertaken between the General Purposes Committee meeting and the meeting of council at which the first 3 readings of the bylaw are anticipated.



J. Richard McKenna  
City Clerk  
(3266)

JRM:fja

## DRAFT PUBLIC NOTICE

Public notice is hereby given, in accordance with the requirements of the *Community Charter*, of council's intent to amend the Council Procedure Bylaw to permit members of council to participate electronically in a special meeting where the member is unable to attend that meeting in person. The proposed bylaw amendment would also permit an entire special council meeting to be conducted by electronic or other communication facilities.

Both of these amendments would only apply to special (open or closed ) council meetings which are called to deal with emergency situations and where therefore members of council would not necessarily have any forewarning that such a meeting would be called, and therefore may not be available for the meeting because of other pre-commitments or because of being out of the city.

Where it is considered necessary to invoke the provisions of this proposed amendment, public notice would be given of that intent, and members of the public present at the meeting would be able to see and hear the absent member or members of council, where audio visual equipment is used, or to hear the member or members of council where audio (only) equipment is used.

The above changes have been endorsed by the General Purposes Committee to Council and the amendment bylaw (No. 7873) which effects these changes will be presented to City Council for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings on Monday, January 24, 2005. Copies of amendment Bylaw No. 7873, and the staff report which accompanies the bylaw are available in the City Clerk's office between the hours of 8:15 am and 5 pm, Monday through Friday, except statutory holidays, commencing Saturday, January 8, 2005. The Bylaw and staff report are also available on the City's website at [http://www.richmond.ca/shared/assets/electronic\\_mtg\\_participation10184.pdf](http://www.richmond.ca/shared/assets/electronic_mtg_participation10184.pdf)



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 7873**

The Council of the City of Richmond enacts as follows:

1. Bylaw No 7560 is amended by adding the following as Section 1.4:
  - 1.4. In accordance with the provisions of *The Community Charter*,
    - (a) **Special Council Meetings** may be conducted by means of electronic or other communication facilities; and
    - (b) any one or more members of council may participate in a **Special Council Meeting** by means of electronic or other communication facilities,

provided such meetings are held either in the Council Chambers or in the Anderson Room.
2. This bylaw is cited as "**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 7873**".

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK