



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 6, 2020

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 12-8060-20-010124

**Re:** **Amendments to the Council Procedure Bylaw In Relation to Agenda Preparation and Distribution**

### Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)

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| <b>REPORT CONCURRENCE</b>          |               |
| CONCURRENCE OF SENIOR DIRECTOR<br> |               |
| SENIOR STAFF REPORT REVIEW         | INITIALS:<br> |
| APPROVED BY CAO<br>                |               |

## Staff Report

### Origin

As a result of the Council resolution adopted on December 18, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

### Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.3.1 provides for Council and Committee agenda distribution to Council members. For practical purposes, Council agenda distribution is planned to occur on the Wednesday (3 business days in advance) of the week immediately preceding the meeting. For Committees and Public Hearings, agenda distribution will be on Thursdays (seven business days in advance) preceding the meetings.

It should be noted that the recent adjustments to the agenda distribution have not affected the deadline for non-agenda delegation requests and/or submission of reports by members. The deadline for receipt of reports/non-agenda delegation requests is 5:00 pm Wednesday, prior to the issuance of agendas the following week.

It should also be noted that the recent changes do not affect the issuance of supplemental agendas, as this additional material will be distributed to Council members and the public as soon as practical. Similarly, agenda material of a sensitive nature, for example, personnel or time-sensitive matters, will most likely be distributed to Council members as a supplemental agenda closer to the actual meeting date, given the advance distribution of all other agenda material.

### Financial Impact

None.

### Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction in relation to the new agenda distribution schedule.



Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3.1 and replacing it with the following:

"3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – three business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – seven business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – seven business days preceding each such meeting; and
- (d) **Special Council Meetings** – three business days preceding each such meeting, if possible, or in accordance with the *Community Charter*."

2. This Bylaw is cited as "**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**".

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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| CITY OF<br>RICHMOND                                      |
| APPROVED<br>for content by<br>originating<br>dept.<br>CJ |
| APPROVED<br>for legality<br>by Solicitor<br>AC           |

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MAYOR

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CORPORATE OFFICER