



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 17, 2020

From: Claudia Jesson
Director, City Clerk's Office

File: 12-8060-20-010167

Re: **Amendments to the Council Procedure Bylaw – Electronic Meetings and Participation by Members**

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167, which introduces amendments relating to electronic meetings and participation by members, be introduced and given first, second and third readings.

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

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR 	
SENIOR STAFF REPORT REVIEW N/A	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

At the March 23, 2020 Special Open Council Meeting, Council endorsed an amendment to the Council Procedure Bylaw No. 7560 to enable members of Council to participate in a Regular Council Meeting by electronic means in emergency circumstances. In addition, Council endorsed the following motion:

That staff be directed to report back with a Council Procedure Bylaw amendment to provide the ability for electronic meeting participation at Standing Committee meetings.

This report responds to this direction and proposes further amendments to the Council Procedure Bylaw No. 7560 to enable members of Standing Committees to participate by electronic means in a Standing Committee meeting during emergency circumstances. In addition, the proposed bylaw amendment also includes the ability for Council members to participate by electronic means at a Regular Council Meeting for Public Hearings.

Analysis

In addition to the most recent changes introduced to the Council Procedure Bylaw No. 7560 to enable members of Council to participate in Regular Council Meetings by electronic means during emergency circumstances, the Council Procedure Bylaw No.7560, Amendment Bylaw No. 10167 proposes the following:

- In emergency circumstances as determined by the Mayor, the Mayor may declare an emergency prior to the commencement of a Regular Council Meeting for Public Hearings or a Standing Committee meeting, and a member of Council and/or a member of Standing Committee may participate by electronic means at that Regular Council Meeting for Public Hearings or Standing Committee meeting; and,
- In addition to the Mayor, a presiding member of a Standing Committee, based on stated public health and safety reasons, may exclude or limit the physical attendance of members of the public at the Regular Council Meeting for Public Hearings or the Standing Committee meeting.

Financial Impact

None.

Conclusion

The proposed additional amendments to the Council Procedure Bylaw No. 7560 will enable members of Council to participate in a Regular Council Meeting for Public Hearings and a Standing Committee via electronic means during emergency circumstances, as determined by the Mayor. Further, based on stated public health and safety concerns, the proposed amendments enable the presiding member of a Standing Committee to exclude or limit the physical attendance of members of the public at a Standing Committee.



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Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167

The Council of the City of Richmond enacts as follows:

- 1. Council Procedure Bylaw No. 7560, as amended, is further amended by replacing Section 1.5 with the following:

1.5 Electronic Meetings and Participation by Members

- 1.5.1 In emergency circumstances as determined by the Mayor, the Mayor may declare an emergency prior to the commencement of a Regular Council Meeting, a Regular Council Meeting for Public Hearings or a Standing Committee meeting, and a member of Council and/or a member of Standing Committee may participate by electronic means at that Regular Council Meeting, Regular Council Meeting for Public Hearings or Standing Committee meeting.
- 1.5.2 The facilities used for electronic meetings must permit the meeting participants to hear each other and, except for any part of the meeting which is closed, permit the public to hear the participation of all members during the meeting.
- 1.5.3 Any Electronic Meeting of a Regular Council Meeting, a Regular Council Meeting for Public Hearings or Standing Committee meeting must be held in the Council Chamber or Anderson Room.
- 1.5.4 After a declaration under Section 1.5.1 is made, the Mayor or presiding member of Standing Committee may, based on stated public health and safety reasons, exclude or limit the physical attendance of members of the public at the Regular Council Meeting, the Regular Council Meeting for Public Hearings or the Standing Committee meeting.

- 2. This Bylaw is cited as **“Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167”**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

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

MAYOR

CORPORATE OFFICER