



# City of Richmond

## Report to Council

**To:** Richmond City Council **Date:** March 18, 2020  
**From:** Serena Lusk **File:** 09-5125-01/2020-Vol  
 General Manager, Community Services 01  
**Re:** **Declaration of Emergency for the Purposes of Enhancing Preparedness for the COVID-19 Pandemic**

### Staff Recommendation

That Council, to address the pandemic spread of COVID-19 in the City of Richmond, declare that an emergency exists and authorize the making of staffing adjustments and working at home arrangements, and with the approval of the Mayor, the exercising of all powers necessary to deal with the emergency including the closing of public access to City Hall and other City facilities, and the full closure of City Hall and other City facilities, and that Council direct the CAO to implement these measures and other supporting administrative measures in consideration of the operational needs of the City.

Serena Lusk  
 General Manager, Community Services  
 (604-233-3344)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Law	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In order to ensure the City's readiness to respond to the rapidly changing environment related to the COVID-19 pandemic (the "Pandemic"), it is recommended that Council declare an Emergency. This declaration will provide the opportunity to allow Council to quickly and effectively address issues emerging from the Pandemic.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.*

### Analysis

Along with providing a mechanism for quick and efficient response to issues arising from the Pandemic, staff are proposing this declaration is in the interests of public safety. It will also ensure timely response to Pandemic related impacts including the need to address social distancing challenges in the workplace and public contact areas.

Adjustments to operations will assist in ensuring opportunities for social distancing for staff and the public and ensure ongoing confidence in the operations of the City. These adjustments may include staffing adjustments, working from home arrangements, closing public access to City Hall or City facilities and the possible full closure of City Hall and other City facilities. In all cases core and critical services will continue with customers being served online and via telephone.

### Financial Impact

None.

### Conclusion

Safety and security of the City is a priority for Council. Making a declaration of emergency as contemplated in this report will ensure the City is ready to respond to the rapidly changing environment created by the COVID-19 Pandemic.



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