



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 16, 2022

From: Claudia Jesson
Director, City Clerk's Office

File: 12-8125-80-14-05/Vol 01

Re: Amendments to the Council Procedure Bylaw – Remote Public Participation

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10373, which introduces amendments relating to the requirement for pre-registration for participation by means of electronic or other communication facilities, be introduced and given first, second and third readings.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>N/A</i>
APPROVED BY CAO 	

Staff Report

Origin

Since April 2020, the public has had the opportunity to participate remotely in Regular Council, Regular Council for Public Hearing or a Standing Committee meeting. To enable remote public participation, a pre-registration requirement was implemented requiring prospective remote public participants to pre-register in advance. The requirement for pre-registration is not referenced in the Council Procedure Bylaw No. 7560.

This report recommends an amendment to the Council Procedure Bylaw No. 7560 that will stipulate that a person or organization wishing to address council by electronic means or other communication facilities will be required to pre-register with the City Clerk by 1:00 p.m. of the day of the meeting.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Analysis

Due to the pandemic, there have been a number of changes and adjustments made to ensure that that the public is informed and has the opportunity to engage in the Council meeting process. Since April 2020, the public has had the ability to participate remotely and delegate on agenda items via electronic means. To enable a person or organization to participate remotely in order to delegate on an agenda item, a pre-registration process was implemented by the City Clerk's Office.

Members of the public wishing to delegate remotely have been required to register in advance with the City Clerk's Office by 1:00 p.m. of the day of the meeting. Once registered, the registrants would receive email communication from the City Clerk's Office containing detailed instructions pertaining to joining the respective meeting. While this process has worked well to date, the current Council Procedure Bylaw is silent on this requirement and as such the public may not be aware of this specific requirement. In order to ensure there is clarity regarding the rules of delegating remotely, staff propose that the requirement for pre-registration be specified in the Council Procedure Bylaw. In addition, the section of the bylaw outlining the general rules for delegations has a proposed language addition to clarify that section 13.8.3 does not refer to remote participation.

When the Provincial State of Emergency expired on September 28, 2021, Regular Council, Standing Committee, Special Council and Regular Council for Public Hearing meetings have been open for the public to attend in person. With the recent opening of City Hall to the public and the relaxation of covid related protocols, it should be noted that no pre-registration requirement will be applied for a person or organization wishing to delegate in person on an agenda item. The pre-pandemic process for public delegations will resume where members of the public in attendance will be able to delegate without pre-registering, if they wish to do so.

It should be noted that pre-registered speakers for any meeting will be afforded the opportunity to speak first, followed by members of the public who wish to delegate in person and have not pre-registered.

Financial Impact

None.

Conclusion

Staff recommends that Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10373, that introduces amendments relating to the requirement for pre-registration for participation by means of electronic or other communication facilities, be introduced and given first, second and third readings.



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Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10373

The Council of the City of Richmond enacts as follows:

1. "Council Procedure Bylaw No. 7560", as amended, is further amended as follows:

a) Delete Section 1.4.2 and insert new Section 1.4.2 as follows:

"1.4.2 A person or organization wishing to address a Special Council Meeting, a Regular Council Meeting, a Regular Council Meeting for Public Hearings or a Standing Committee Meeting as a delegation may be offered the option to be heard at that meeting by means of electronic or other communication facilities, provided the communication facilities are available and operational, and a resolution of Council authorizing communication in this manner is in effect and the person or organization pre-registers in advance with the City Clerk by 1:00 p.m. on the day of the meeting."

b) Delete Section 13.8.3 and insert new Section 13.8.3 as follows:

"13.8.3 A delegation intending to use audio and audio-visual equipment or both in Council Chambers, for the purposes of making a submission to council, must advise the City Clerk prior to the council meeting of the intent to use such equipment, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment."

2. This Bylaw is cited as "Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10373"

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept <i>CS</i>
APPROVED for legality by Solicitor <i>JA</i>