



City of Richmond

ON TABLE ITEM

Date: March 16, 2020
Meeting: Open General Purposes
Item: _____

Report to Committee

To: General Purposes Committee

Date: March 16, 2020

From: Claudia Jesson
Director, City Clerk's Office

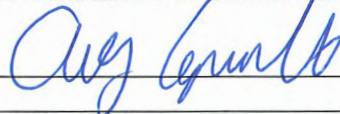

File: 12-8060-20-010165

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

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165, which introduces amendments relating to Electronic Meetings, 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

The current Council Procedure Bylaw No. 7560 provides that only Special Council Meetings may be conducted by electronic means and that any one or more members of Council can participate in a Special Council Meeting by means of electronic or other communication facilities. There currently is no option for members of Council to participate in a Regular Council Meeting by means of electronic or other communication facilities.

Analysis

In light of the extraordinary circumstances related to the COVID-19 outbreak, Amendment Bylaw No. 10165 is being brought forward to introduce the ability for members of Council to participate in a Regular Council Meeting via electronic means when they are unable to attend such a meeting during a declared emergency, as determined by the Mayor. In addition, Amendment Bylaw No. 10165 provides the Mayor with the ability, based on stated public health and safety reasons, to exclude or limit the physical attendance of members of the public to a Regular Council Meeting.

The following amendments to the Council Procedure Bylaw are recommended in order to effect the ability for members of Council to participate in a Regular Council Meeting during emergency circumstances:

- In emergency circumstances as determined by the Mayor, the Mayor may declare an emergency prior to the commencement of a Regular Council Meeting, and a member of Council who is unable to attend that Regular Council Meeting may participate by electronic means at the Regular Council Meeting.
- 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 in accordance with section 1.3, permit the public to hear the participation of all members during the meeting.
- Any Electronic Meeting of a Regular Council Meeting must be held in the Council Chamber or Anderson Room.
- In making a declaration under Section 1.5.1, the Mayor 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.

Financial Impact

None.

Conclusion

The proposed amendments to the Council Procedure Bylaw No. 7560 will enable members of Council to participate in a Regular Council Meeting 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 Mayor to exclude or limit the physical attendance of members of the public at a Regular Council Meeting.



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



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165

The Council of the City of Richmond enacts as follows:

- 1. Council Procedure Bylaw No. 7560, as amended, is further amended by inserting Section 1.5 as follows:

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 and a member of Council who is unable to attend that Regular Council Meeting may participate by electronic means at the Regular Council 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 in accordance with section 1.3, permit the public to hear the participation of all members during the meeting.
- 1.5.3 Any Electronic Meeting of a Regular Council Meeting must be held in the Council Chamber or Anderson Room.
- 1.5.4 In making a declaration under Section 1.5.1, the Mayor 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.

- 2. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165**”.

FIRST READING

MAR 16 2020

SECOND READING

MAR 16 2020

THIRD READING

MAR 16 2020

LEGAL REQUIREMENTS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating agent <i>CJ</i>
APPROVED for legality by Solicitor <i>AC</i>

MAYOR

CORPORATE OFFICER