




# City of Richmond

## Report to Committee

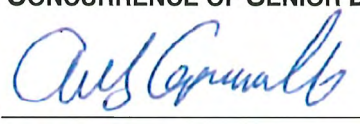

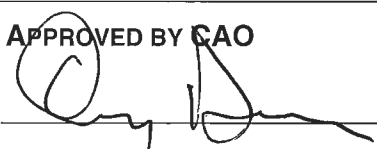
**To:** General Purposes Committee **Date:** June 26, 2020  
**From:** Claudia Jesson **File:** 01-0105-01/2020-Vol  
 Director, City Clerk's Office 01  
**Re:** **Live-streaming of Council and Committee Meetings and of Council-School Board Liaison Committee Meetings and Development Permit Panel Meetings**

### Staff Recommendation

That staff receive direction regarding the live-streaming of Council and Standing Committee meetings and the live-streaming of Council-School Board Liaison Committee meetings and Development Permit Panel meetings, as outlined in the staff report titled "Live-streaming of Council and Committee Meetings and of Council-School Board Liaison Committee Meetings and Development Permit Panel Meetings" dated June 26, 2020 from the Director, City Clerk's Office.

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

Att. 1

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

## Staff Report

### Origin

At the June 15, 2020, General Purposes Committee, the topic of live-streaming of Council and Standing Committees was discussed and the following referral was endorsed:

*That staff be directed to review the possibility of live-streaming to the City of Richmond's YouTube Channel all Standing Committee meetings and the Council-School Board Liaison Committee meetings and report back."*

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.*

*8.1 Increased opportunities for public engagement.*

### Analysis

Due to the pandemic and the requirements for physical distancing, a number of adjustments and enhancements have been made to the Council and Standing Committee meetings and related procedures to help reduce the spread of COVID-19. Following amendments to the Council Procedure Bylaw No. 7560, members of Council have been participating in Council and Standing Committee meetings via electronic means. Since the beginning of April 2020, the schedule of Standing Committees has been reduced, with only the General Purposes and Finance Committees meeting. In addition, the public has been enabled to participate in Council, Public Hearing and Standing Committee meetings by electronic means via a pre-registered phone participation process.

In addition to the existing streaming of Council meetings, all meetings of Open Council, Special Council, Public Hearings, General Purposes Committee and Finance Committee meetings are being live-streamed to the City of Richmond's (the "City's") YouTube channel, as a further effort to increase the public's access to Council during the pandemic. These meetings that have been live-streamed to the City's YouTube channel are for viewing only. The option for the public to participate remotely in live meetings is available through the pre-registration phone participation process. As a back-up measure, the regular process of the live-streaming of the 7:00 pm Regular Open Council meeting is also continuing to ensure for consistent meeting coverage.

In terms of general requirements for live-streaming, for an open meeting to be live-streamed to the City's YouTube channel, meeting participants need to be connected via the Webex meeting platform. In terms of staff support, a staff person is required to solely manage and monitor the technical component of live-streaming, in addition to other staff who are also present to support the meeting.

### Additional Live-Streaming – During Pandemic

The reduced Standing Committee meeting schedule is currently in place until the end of July. Should the regular schedule of Standing Committee meetings resume in September, following the August Council meeting break, the additional Committees could be live-streamed to the City's YouTube channel. Should members of Council continue to participate by electronic means through the Webex platform, as per the current practice during the pandemic, the live-streaming of the Planning, Community Safety, Parks, Recreation and Culture, and the Public Works and Transportation Committees is quite feasible.

While the Anderson Room has had recent upgrades to the sound system, staff recommends that the current practice of all Council and Committee meetings taking place in the Council Chambers continues during the pandemic, as the Council Chambers provides more space and seating capacity for physical distancing. It should be noted that further measures to enhance and support physical distancing requirements are being explored for the Council Chambers.

In terms of staffing support, as noted above, an additional staff person from the City Clerk's Office would need to attend all the scheduled Committee meetings to enable the live-streaming component and monitor the streaming for quality control. In addition to the technical support position, additional staff from the City Clerk's Office would continue to be required, as per usual, for meeting support purposes.

To continually enhance the meeting process and provide options to the public to observe and participate remotely during the pandemic, staff also recommends that the live-streaming option be extended to the regularly scheduled meetings of the Development Permit Panel.

### Continuing Live-Streaming – Post Pandemic

Post pandemic, after the physical distancing requirements are lifted, , the decision to continue or to stop the live-streaming of all Council and Standing Committee meetings, and other meeting discussed in this report, to the City's YouTube channel will need to be made. Should Council direct staff to continue to live-stream all meetings, staff will need to determine the best option for enabling the streaming. For Open Council and Public Hearing meetings, the existing option of using Council Chamber's video camera system could continue. In order to use the Council Chamber's video feed without using Webex, testing would need to be undertaken to ensure a non-Webex video feed could be live-streamed to YouTube, in addition to the City's current website location.

Following the pandemic, it is assumed that Standing Committees will return to being held in the Anderson Room. If live-streaming of Standing Committees is to continue post-pandemic, staff will need to determine what additional improvements are required to the Anderson Room to enable the live-streaming, such as installation of cameras.

Until a different option is available, the Webex platform could be utilized as an interim means for live-streaming from the Anderson Room provided all members attend in person and connect to Webex.

Live-Streaming the Richmond City Council/Richmond School Board Liaison Committee

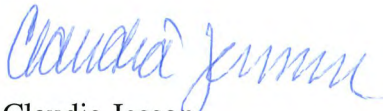
The Terms of Reference for the Richmond City Council/Richmond School Board Liaison Committee specify that the Committee meets not less than four times per year, with the chair rotating between each party annually (Attachment 1). In addition to the annual rotation of the Chair, it should be noted that the administrative support is also rotated annually between City staff and School District staff. From a technical standpoint, it is feasible for this Liaison Committee's open meetings to be live-streamed during the pandemic should the Committee members participate via electronic means using the Webex platform. Post-pandemic, live-streaming may be a bit more challenging if Webex is no longer used and will depend on the presence of meeting room infrastructure required to enable live-streaming, such as actual cameras. The decision of streaming should be a joint decision of both City Council and the Richmond School Board. Should direction be provided to pursue live-streaming, both City and School Board staff will need to undertake a review of their respective areas and whether the technical requirements can be met and/or if additional equipment will be required.

**Financial Impact**

There are no financial impacts stemming from this report.

**Conclusion**

This report outlines the feasibility of live-streaming open Council and Standing Committee meetings, Council-School Board Liaison Committee meetings, and Development Permit Panel meetings, during and following the pandemic, and seeks Council's direction.



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

Att. 1 – Terms of Reference: Richmond City Council/Richmond School Board Liaison Committee

**Terms of Reference**  
**Richmond City Council/Richmond School Board Liaison Committee**

**Purpose**

The purpose of the Council/School Board Liaison Committee is to provide a framework for cooperation between the City of Richmond and the Richmond School District No 38 in the planning, acquisition, development and operation of facilities, sites and services. These efforts will enhance both parties' abilities to fulfill their mandates and provide optimum benefits for the entire Richmond Community.

**Mandate**

The mandate of this committee shall be to ensure effective communication between parties, to make recommendations, and to provide input, feedback and comments to Council and to the School Board on resolution of issues and opportunities jointly affecting both parties. The committee respects the mandate and authority of each party as an independent authority.

**Scope**

The scope of the committee will include, but not be limited to, matters where joint or potential joint interests exist such as: land acquisition and disposition, development and operation of facilities, joint programs, co-location, cooperative planning, communication and consultation, accessibility and safety. Each party will identify areas of potential joint interest.

**Principles**

The principles guiding the relationship and the work of the Committee are:

<b>Cooperation</b>	Both parties to the agreement will be cooperative and strive for a cooperative relationship between each other.
<b>Community Building</b>	Both parties strive to build community.
<b>Leadership</b>	The Committee will provide leadership and ensure accountability to all of its actions.
<b>Shared use</b>	That school sites and recreation sites, facilities and resources will be shared.
<b>Cooperative planning</b>	That school sites, parks and recreation sites and facilities be co-operatively planned for maximum benefit for the community of Richmond.
<b>Financial Sustainability</b>	The parties will ensure financial sustainability.
<b>Consultation</b>	The parties to the agreement undertake ongoing consultation with each other on matters of mutual interest.
<b>Efficiency &amp; Effectiveness</b>	That the resources of the both parties and stakeholder groups be efficiently used and extended for the maximum benefit of the community.
<b>Partnership</b>	Both parties value and respect an effective partnership with each other and other stakeholders in the City.

**Objectives, Expectations and Outcomes**

The primary objectives of the School Council Liaison Committee are political interface and liaison, communication and consultation and accountability and ratification of direction.

The objective of the City Council School Board Liaison Committee is to ensure authentic communication and dialogue between City Council and the School Board on matters of mutual interest. Processes will be in place to enable this dialogue. The Committee will be accountable for its recommendations and will ensure that all direction is ratified by City Council and the School District accordingly. Administrative staff will play a support role.

**Committee Membership**

- 2 councillors (need representation from PRCS, planning)
- 2 trustees

**Committee Advisors**

- 2 staff (designated by the CAO and by the Superintendent)
- Recording secretary
- Other, as necessary

**Procedures**

The Committee will meet not less than 4 times per year at the call of the chair. There will be no meetings in July and August each calendar year. The chair will rotate between each party annually, School Board in odd years and the City in even years. The chairing body will administer all committee activities. Each respective party will ratify minutes. Minutes will ensure recommendations for action are noted.