



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** May 12, 2020  
**From:** Claudia Jesson **File:** 12-8060-20-010188/Vol 01  
 Director, City Clerk's Office  
**Re:** **Amendments to the Council Procedure Bylaw – Public Delegations and Public Hearings by Electronic Means**

### Staff Recommendation

1. That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188, be introduced and given first, second and third readings.
2. That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188, be adopted.

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

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF SENIOR DIRECTOR</b> <i>[Signature]</i>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> VMO
<b>APPROVED BY CAO</b> <i>[Signature]</i>	

## **Staff Report**

### **Origin**

In response to the evolving situation with COVID-19, the Council Procedure Bylaw No. 7560 was recently amended to enable Council members, during this emergency period, to participate by electronic means and to enable the Mayor or presiding member of Standing Committee to exclude or limit the physical attendance of members of the public at the Regular Council, Regular Council for Public Hearings, Special Council Meetings and the Standing Committee meetings.

On May 1, 2020, Ministerial Order M139 was issued adding provisions related to the conduct of public hearings using electronic or other communication facilities. Ministerial Order M139 did not address non-public hearing public delegations. Accordingly, Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188 is being brought forward for consideration to enable public delegations, in emergency circumstances, by electronic means at Regular Council and Standing Committee Meetings.

While not necessary in light of the provisions of Ministerial Order M139, for completeness and to avoid the necessity of having to make an amendment in future once the Ministerial Order is repealed, Amendment Bylaw No. 10188 also includes a similar amendment for delegations at Regular Council Meetings for Public Hearings.

### **Analysis**

With the recent issuance of “Ministerial Order M139-Local Government Meetings and Bylaw Process (COVID-19) Order No.2”, local governments have the ability to conduct public hearings by electronic means, including providing the ability for electronic public participation.

Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188 is being brought forward to enable public delegations on agenda items of Regular Council Meetings, Special Council Meetings and Standing Committee Meetings to be heard by electronic means in emergency circumstances. While not necessary in light of Ministerial Order M139, the amendment bylaw also includes provisions for public hearing delegations to be heard by electronic means at Regular Council for Public Hearing Meetings thus eliminating the need to make a future amendment once Ministerial Order M139 is repealed.

It should be noted that Regular Council Meetings, Special Council Meetings, Regular Council Meeting for Public Hearings and Standing Committee Meetings continue to be open to the public to attend, with adherence to physical distancing requirements. In addition, the public is continually encouraged to provide written submissions. With the proposed amendments to the Council Procedure Bylaw, the public will have an additional means of participating by electronic means during the COVID-19 pandemic and in other emergency situations.

May 13, 2020

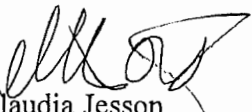
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**Financial Impact**

None.

**Conclusion**

The proposed amendment to the Council Procedure Bylaw No. 7560 will enable a person or organization to delegate by electronic means on agenda items of Regular Council Meetings, Special Council Meetings, and Standing Committee Meetings and at Regular Council for Public Hearing Meetings.

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



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188**

The Council of the City of Richmond enacts as follows:

- 1. Council Procedure Bylaw No. 7560, as amended, is further amended by adding the following:

**Section 13.9 Delegations by Electronic Means in Emergency Circumstances**

13.9.1 In emergency circumstances as determined by the Mayor and after a declaration under Section 1.5.1 is made, a person or organization wishing to address council as a delegation on an item, which is on the agenda of a Regular Council Meeting, a Regular Council Meeting for Public Hearings, or a Special Council Meeting, may be heard at that meeting by electronic means.

**Section 14.6 Delegations by Electronic Means in Emergency Circumstances**

14.6.1 In emergency circumstances as determined by the Mayor and after a declaration under Section 1.5.1 is made, a person or organization wishing to address a standing committee or a select committee as a delegation on an item which is on the agenda of a committee meeting may be heard at that meeting by electronic means.

- 2. This Bylaw is cited as “Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10188”.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER