



# City of Richmond

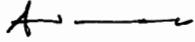
## Report to Committee

**To:** General Purposes Committee **Date:** March 20, 2019  
**From:** David Weber **File:** 12-8060-20-010015/Vol 01  
 Director, City Clerk's Office  
**Re:** **Amendments to the Council Procedure Bylaw In Relation to Agenda Preparation and Distribution**

### Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

David Weber  
 Director, City Clerk's Office  
 (604-276-4098)

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>  	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  
<b>APPROVED BY CAO</b>  	

## Staff Report

### Origin

As a result of the Council resolution adopted on March 11, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

### Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.2 adjusts the report submission deadlines in relation to the new agenda distribution schedule, specifically, the amendments will require reports and other matters to be provided to the City Clerk on the Wednesday prior to the issuance of the agenda, with adjustments made for statutory holidays. Some flexibility is provided, where practical, to include late items as circumstances may dictate.
- The proposed amendment to Section 3.3 provides for Council and Committee agenda distribution to Council members and the public at least five business days before a given meeting. For practical purposes, agenda distribution is planned to occur on Mondays, with adjustments made for statutory holidays, which will in effect be five, six or seven days in advance, depending on the date of the Committee meeting. Supplemental agendas will be distributed to Council members and the public as soon as practical.
- The proposed amendment to Section 14.2.1 updates the bylaw wording in relation to non-agenda delegation requests to Committee in order to align the request deadline to the new agenda distribution deadlines outlined in Section 3.2.

Prior to the adoption of a *Council Procedure Bylaw* or amendment, the City is required to provide notice to the public by way of advertising. It is anticipated that the statutory advertising would proceed during the latter half of April with bylaw adoption being considered at the May 13, 2019 Council meeting.

### Financial Impact

None.

### Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction and will authorize the necessary administrative changes required in relation to the new agenda distribution schedule.



David Weber  
Director, City Clerk's Office  
(604-276-4098)



## Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 3.2.1 and 3.2.2 by deleting subsection 3.2.1 and 3.2.2 and replacing it with the following:

“3.2.1 All reports, including those submitted by a **member**, for the agenda of:

- (a) a **Regular Council Meeting**;
- (b) a **Regular Council Meeting for Public Hearings**;
- (c) a **Regular (Closed) Council Meeting**; or
- (d) a **Standing Committee** or **Select Committee** meeting,

must be provided to the **City Clerk** by 5:00 p.m. on the Wednesday prior to the issuance of the relevant agenda, except when a holiday falls on the Friday immediately before the issuance of the relevant agenda, in which case such reports must be provided by 5:00 p.m. on the Tuesday prior to the issuance of the relevant agenda.

- 3.2.2 Notwithstanding the requirements of subsection 3.2.1, the **City Clerk** has the discretion, where practical, to include on an agenda or supplemental agenda for a meeting noted in subsection 3.2.1, a matter or report which is not provided by the time and date specified.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3 and replacing it with the following:

### “3.3 Availability of Council and Committee Meeting Agendas

3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – at least five business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – at least five business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – at least five business days preceding each such meeting; and

(d) **Special Council Meetings** – at least five business days preceding each such meeting or in accordance with the *Community Charter*.

3.3.2 Supplemental agendas to the agendas noted in subsection 3.3.1 must be made available to **Council members** and to the public as soon as practical.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 14.2.1 by deleting subsection 14.2.1 and replacing it with the following:

“14.2.1 A person or organization wishing to address a **standing committee** or a **select committee** as a delegation on an item which is not on an agenda of that committee meeting must advise the committee chair or the **City Clerk** of their request in accordance with the requirements for reports specified in section 3.2.1.

3. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015**”.

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept. DW
APPROVED for legality by Solicitor AC

\_\_\_\_\_  
MAYOR

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