



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, June 2, 2025
4:00 p.m.

Pg. # ITEM

MINUTES

GP-3 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on May 20, 2025.*



PLANNING AND DEVELOPMENT DIVISION

1. **IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA (IRCC) FUNDING CUTS**
(File Ref. No. 07-3300-01) (REDMS No. 8056346)

GP-7

See Page GP-7 for full report

Designated Speakers: Donna Lee & Peggy Chen

STAFF RECOMMENDATION

- (1) *That a letter be prepared for the Mayor's signature addressed to federal government officials including: the Prime Minister of Canada; Minister of Immigration, Refugees and Citizenship; and Richmond's Members of Parliament to advocate for Immigration, Refugees and Citizenship Canada to reinstate funding for settlement programs in Richmond in response to the ongoing needs of newcomers, immigrants and refugees, as outlined in the staff report titled "Immigration, Refugees and Citizenship Canada (IRCC) Funding Cuts", dated May 21, 2025, from the Director, Community Social Development; and*

- (2) *That the proposed resolution, titled “Reinstatement of Federal Funding for Settlement Programs” (Attachment 1), that calls for the Government of British Columbia to advocate to the federal government to reinstate funding for settlement programs in BC and develop a sustainable funding model for the continuation of these programs, be endorsed and submitted to the Union of BC Municipalities (UBCM) for consideration during its 2025 UBCM Convention.*



FINANCE AND CORPORATE SERVICES DIVISION

2. REFERRAL RESPONSE – RELEASE OF CLOSED COUNCIL INFORMATION

(File Ref. No. 01-0105-01) (REDMS No. 8060729)

GP-14

See Page GP-14 for full report

Designated Speaker: Claudia Jesson

STAFF RECOMMENDATION

That the proposed amendments to Council Policy 1019 "Routine Release of Closed Resolutions and Reports" as outlined in the staff report titled "Referral Response - Release of Closed Council Information", dated May 20, 2025, from the Director, City Clerk's Office be approved.



ADJOURNMENT





General Purposes Committee

Date: Tuesday, May 20, 2025

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au (by teleconference)
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

AGENDA ADDITION

It was moved and seconded
That Extending the Forensic Audit on Gift Cards be added to the agenda as Item No. 2.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on May 5, 2025, be adopted as circulated.

CARRIED

LAW AND COMMUNITY SAFETY DIVISION

1. ENDORSEMENT OF UBCM RESOLUTIONS – SOIL AND OTHER MATERIAL TRACKING RESOLUTION AND ALC COMPLIANCE AND ENFORCEMENT TICKETING RESOLUTION

(File Ref. No. 12-8350-05) (REDMS No. 8015977)

Discussion ensued with respect to the technology contemplated and the proposed regulation requirements.

In response to queries from Committee, staff noted (i) there are other provinces such as Quebec and Ontario that have these types of provisions that require the tracking of soil from its origin site to its destination site, (ii) in advance of the UBCM workshop, staff can reach out to counterparts in Ontario and Quebec for further detail and specifics of the software they are using, which has been in place since 2022, (iii) staff are not familiar with any municipality in BC that would be opposed to this; there are a number of municipalities that have been burdened by this issue, and (iv) staff will explore the enforcement structure in Quebec and Ontario in further detail and report back.

It was moved and seconded

- (1) That the proposed resolution (Attachment 1) that calls for the Government of British Columbia (the Government) to mandate that all soil and other material to be removed and moved from source and deposit sites covered under Agricultural Land Commission Act (ALC Act) and Regulations within the Province of British Columbia (the Province) be monitored and tracked by individual truckload using appropriate technology to ensure source site soil and other material is taken only to approved sites within the Province, be endorsed and forwarded to the UBCM for consideration during its 2025 Convention; and*
- (2) That the proposed resolution (Attachment 2) that calls for the Government of British Columbia to give the Agricultural Land Commission (ALC) Compliance and Enforcement staff the authority to ticket property owners and corporations who are responsible for the unauthorized filling of Lands within the Agricultural Land Reserve (ALR) and other issues of non-compliance related to the ALC Act and associated regulations, be endorsed and forwarded to the UBCM for consideration during its 2025 Convention.*

CARRIED

2.

General Purposes Committee
Tuesday, May 20, 2025

COUNCILLOR KASH HEED

2. EXTENDING THE FORENSIC AUDIT ON GIFT CARDS

(File Ref. No.) (REDMS No.)

Councillor Heed provided an overview of the motion to extend the forensic audit on gift cards to 2015 (attached to and forming part of these minutes as Schedule 1).

It was moved and seconded

- (1) *That the forensic audit related to the concern of unreconciled gift cards extend back to 2015; and,*
- (2) *That upon completion of the forensic audit, the findings are presented to Council.*

The question on the motion was not called as discussion ensued with respect to the scope of the forensic audit and the City's policies and procedures in place following the discontinuance of gift card purchases and other measures. It was requested that the timeline for the forensic audit be provided.

The question on the motion was then called and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:28 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, May 20, 2025.

Mayor Malcolm D. Brodie
Chair

Lorraine Anderson
Legislative Services Associate

Subject: Extending present forensic audit on gift cards back to 2015

Member of Council: Kash Heed

Meeting: General Purposes Committee (Public)

Notice Provided on: May 20, 2025

For Consideration on: May 20, 2025 in accordance with Procedure By-law No 7560

Background

The unresolved discrepancy concerning the gift cards could be a result of poor management or potential fraudulent actions. Moreover, this issue highlights a deficiency in oversight and responsibility in handling these matters. To gain a comprehensive understanding of the repercussions of this situation, the ongoing forensic audit should include an analysis dating back to 2015. Furthermore, the outcomes from the last three years, as well as those from subsequent years, ought to be submitted to the Council.

Motion

1. That the forensic audit related to the concern of unreconciled gift cards extend back to 2015; and,
2. That upon completion of the forensic audit, the findings are presented to Council.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Date: May 22, 2025
File: 07-3300-01/2025-Vol 01
Re: Immigration, Refugees and Citizenship Canada (IRCC) Funding Cuts

Staff Recommendations

1. That a letter be prepared for the Mayor's signature addressed to federal government officials including: the Prime Minister of Canada; Minister of Immigration, Refugees and Citizenship; and Richmond's Members of Parliament to advocate for Immigration, Refugees and Citizenship Canada to reinstate funding for settlement programs in Richmond in response to the ongoing needs of newcomers, immigrants and refugees, as outlined in the staff report titled "Immigration, Refugees and Citizenship Canada (IRCC) Funding Cuts", dated May 22, 2025, from the Director, Community Social Development; and
2. That the proposed resolution, titled "Reinstatement of Federal Funding for Settlement Programs" (Attachment 1), that calls for the Government of British Columbia to advocate to the federal government to reinstate funding for settlement programs in BC and develop a sustainable funding model for the continuation of these programs, be endorsed and submitted to the Union of BC Municipalities (UBCM) for consideration during its 2025 UBCM Convention.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement and Focus Area #6 A Vibrant, Resilient and Active Community:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report also supports the Cultural Harmony Plan 2019–2029 Strategic Direction #2: Collaboration and Partnerships:

2.2 Continue to support the capacity building of community service organizations that serve the needs of Richmond's diverse population.

2.3 Pursue opportunities to participate in joint planning and networking with community service organizations in order to share information and identify gaps in program and service delivery.

Analysis

Background

Immigration, Refugees and Citizenship Canada (IRCC) is the federal department responsible for managing immigration, refugee protection and citizenship. As part of its mandate, IRCC funds programs and services that help newcomers adapt to life in Canada, including language training, employment supports and community connections. While the federal government holds primary responsibility for immigration and settlement, it relies on partnerships with service providers to deliver these supports in communities across Canada. In Richmond, a number of non-profit organizations received IRCC funding to provide settlement and integration programs and services that help newcomers, refugees and longer-term immigrants develop English language skills, secure employment and housing, and access other essential services to support their transition into the community.

On October 24, 2024, the Government of Canada announced the 2025–2027 Immigration Levels Plan, which reduced annual immigration and permanent resident targets to ease pressure on housing, infrastructure and public services, while aiming for sustainable, long-term population growth. Compared to the previous 2024–2026 plan, which targeted 500,000 annual permanent resident admissions, the new plan lowered targets to 395,000 in 2025, 380,000 in 2026 and 365,000 in 2027. While the updated plan continues to prioritize economic immigration and the transition of temporary residents to permanent status, it represents a significant slowdown in overall immigration growth, contributing to a projected population decline of 0.2 per cent in both 2025 and 2026, before returning to a population growth of 0.8 per cent in 2027.

In late 2024, service providers were informed of changes or discontinuation of IRCC funding at the conclusion of that funding term (March 31, 2025). Affected service providers have had to end or scale back programs, reduce staffing and redirect newcomers to other service providers, resulting in significant changes in service for the almost 200,000 newcomers already living in BC (Census 2021). The regional impacts of these changes in IRCC funding are not yet clear. Staff will continue to liaise with local and regional organizations, as well as neighbouring municipalities to monitor the broader situation.

Community Impact in Richmond

A number of Richmond-based and regional service providers have been affected by IRCC funding reductions, resulting in discontinued services, reduced programming and staff layoffs, effective April 1, 2025 or earlier. The funding reductions have disrupted programming across Richmond for newcomers of all ages, diminishing access to culturally responsive programs and services for newcomers. Staff have undertaken efforts to document how Richmond organizations have been directly affected by IRCC funding changes. Information collected by time of writing is outlined in Table 1.

Table 1: Richmond Organizations Directly Impacted by IRCC Funding Cuts

Organization	IRCC Funded Program	Program Status (as of April 1, 2025)
Chimo Community Services	Settlement Program	Discontinued SAF HAVN refugee claimant support still available (provincially funded)
Richmond Family Place	Early Years Refugee Program	Discontinued Early years programs for general audience still available
Richmond Multicultural Community Services	Settlement Program	Discontinued Language and employment programs supported by other funders still available
Richmond School District	Settlement Workers in Schools	Reduced service
S.U.C.C.E.S.S. (Richmond)	Settlement Program	Reduced service
ISSoBC (Richmond)	Richmond site continues to offer employment and language programs, including a licensed preschool program to support adult learners with children	Regionally-available IRCC funded settlement programs and initiatives for women, seniors and targeted employment are discontinued

At time of writing, the total dollar value of the funding reduction towards programs in Richmond is not available, as several of the affected organizations operate regionally and some organizations are attempting to continue services in some capacity through accessing other funding sources. However, the discontinuation and reduction in services outlined above impacts Richmond's population of over 13,000 recent immigrants, defined as individuals who arrived in Canada within the past five years (2021 Census).

Organizations not directly funded by IRCC, such as Richmond Public Library (RPL), Family Services of Greater Vancouver and the Richmond Food Bank, anticipate impacts on partnerships with settlement organizations. For example, RPL has reported a reduction in the number of workshops that are typically delivered in partnership with settlement organizations. As well, the Richmond Food Bank has reported that one organization affected by funding cuts is no longer able to conduct outreach visits to connect with food bank clients. Another impact that partner organizations are monitoring is the interruption of referral pathways that connect newcomers to community resources.

Richmond organizations have taken action by advocating to the federal government for sustained funding and to highlight the broader impacts of IRCC funding changes on newcomer communities. Throughout February 2025, advocacy efforts led by Literacy Richmond and the Richmond Poverty Reduction Coalition included a meeting with Richmond's Members of Parliament and a joint letter signed by multiple Richmond service providers to communicate the impacts of the loss of IRCC funding. Richmond's Members of Parliament subsequently communicated concerns to the Minister of IRCC. In April 2025, more than 100 national community organizations, including local signatories such as Richmond Multicultural Community Services, S.U.C.C.E.S.S., ISSo/BC and the Richmond Food Bank joined a national coalition called Believe in Canada. This coalition is calling for a renewed federal commitment to immigration, including long-term investments in newcomer supports. Outcomes of this coalition's efforts have yet to be shared.

City Actions and Impacts

Richmond is one of the most culturally and ethnically diverse cities in Canada, with the highest proportion of immigrants nationwide at 60 per cent, and is the fourth-largest recipient of recent immigrants to BC (2021 Census). Guided by the 2019–2029 Cultural Harmony Plan, City staff continue to support the capacity-building of community service organizations that serve Richmond's diverse newcomer population and pursue opportunities to participate in joint planning to identify gaps in program and service delivery.

In response to reductions in IRCC funding, the City has taken several steps to better understand and contribute to collective efforts to address the impacts to Richmond organizations and residents. Staff have gathered information directly from organizations affected by IRCC funding cuts and through City-convened committees, including the Community Poverty Reduction and Prevention Table and the Richmond Intercultural Advisory Committee. Staff continue to monitor broader implications by participating in local and regional networking discussions, including a Vancouver Coastal Health-convened group for funding organizations, and will be actively participating in Richmond's Local Immigration Partnership network that will be convened by S.U.C.C.E.S.S. in June 2025. At time of writing, staff are in the process of requesting a meeting with IRCC, but due to the recent formation of the Cabinet, the Government of Canada has indicated that Ministries will be delayed in their responses.

In addition to the significant reduction in settlement programs available to Richmond residents, the IRCC funding cuts affect the community organizations' capacity to engage in wider community initiatives. Most of the affected organizations work with the City in a number of ways, including providing organizational representatives for several City advisory committees and community tables; collaboration in resource navigation programs; and partnership in the delivery of City-led programs such as the Newcomers Bus Tour and the annual Diversity Symposium.

The City's Health, Social and Safety (HSS) Grant program may experience an increased number of applications from affected organizations seeking to fill service gaps. While the City is committed to increasing community capacity of non-profit organizations and partners, immigration and settlement support primarily falls under federal jurisdiction. The HSS Grant program has already been oversubscribed in recent years and cannot sustain or replace the level of funding previously provided by IRCC. It is therefore essential that the City advocates for the reinstatement of federal funding for newcomer services to meet the needs of Richmond's newcomer population.

Advocacy to the Federal Government

Pursuant to Council direction, staff will prepare letters for the Mayor's signature to be sent to federal government officials, including the Prime Minister of Canada, Minister of Immigration, Refugees and Citizenship, and Richmond's Members of Parliament to advocate for IRCC to reinstate funding for settlement programs in Richmond in response to the ongoing needs of newcomers, immigrants and refugees. The letters will emphasize the need for IRCC to develop a sustainable funding model that ensures a range of critical supports continue to be available and accessible to newcomers residing in Richmond amid evolving immigration targets.

While the City plays an important role in addressing local needs and is committed to working with senior levels of government, key partners and community members to support newcomers, funding for immigration and settlement services remains primarily under federal jurisdiction. Continued federal investment is essential to ensure that communities like Richmond are equipped to meet the evolving needs of newcomers and support their settlement journey in Canada.

Proposed UBCM Resolution

Richmond is one of many municipalities across BC and Canada that have been impacted by the significant changes in IRCC funding. It is therefore recommended that a resolution be submitted to the UBCM for consideration at the 2025 UBCM Convention (Attachment 1). The resolution calls on the provincial government to advocate to the federal government to reinstate IRCC funding for settlement programs. This action aligns with UBCM's mandate to represent the interests of local governments and support broader advocacy efforts on an issue affecting approximately 200,000 recent immigrants currently living in BC (2021 Census). The resolution also urges the federal government to engage with provincial and local governments, service providers and newcomers to inform the development of a long-term, stable funding model that ensures ongoing supports that help newcomers to thrive in Canada regardless of short-term changes in immigration targets.

Next Steps

If the recommendations in this report are approved, staff will include the proposed resolution in the submission of City resolutions for consideration at the 2025 UBCM Convention, scheduled for September 22–26, 2025. In addition, staff will begin preparing correspondence to the federal government officials to share Richmond's concerns and advocate for the reinstatement of IRCC funding for settlement programs in Richmond.

Financial Impact

None.

Conclusion

IRCC funding cuts to settlement programs have affected Richmond organizations, limiting their capacity to provide essential support for newcomers. The City has an important role to play in advocating for the reinstatement of this funding through letters to federal officials and the submission of a UBCM resolution in support of provincial advocacy. As the federal government holds primary responsibility for immigration and refugee policy and funding, it plays a critical role in ensuring newcomers can successfully settle and adapt to life in Canada. The City is committed to working with senior levels of government, key partners and members of the community to support newcomers to thrive in Canada.



Peggy Chen
Planner 2 (Inclusion)
(604-276-4104)

Att. 1: Proposed UBCM Resolution – Reinstatement of Federal Funding for Settlement Programs

Proposed UBCM Resolution

Reinstatement of Federal Funding for Settlement Programs City of Richmond

WHEREAS Immigration, Refugees and Citizenship Canada (IRCC), as of April 1, 2025, has reduced or discontinued funding to organizations providing immigrant and refugee settlement programs in communities across British Columbia in response to reductions in federal immigration levels planned over the next three years;

AND WHEREAS the reduction and discontinuation of federal funding for settlement programs immediately reduces the availability of and access to services and supports that are vital to the social and economic integration of approximately 200,000 recent immigrants currently living in British Columbia (2021 Census);

THEREFORE BE IT RESOLVED that the Province be requested to advocate to the Federal government to immediately reinstate IRCC funding for settlement programs to BC organizations that were funded in 2024 for a multi-year period;

AND BE IT FURTHER RESOLVED that the Province be requested to advocate to the Government of Canada to conduct an engagement process with provincial and local governments, community-based service providers of settlement programs, and recent immigrants to inform the development of a long-term, stable funding model that ensures continued provision of supports that help newcomers to thrive in Canada, regardless of fluctuations in immigration targets.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: May 20, 2025

From: Claudia Jesson
Director, City Clerk's Office

File: 01-0105-01/2025-Vol
01

Re: Referral Response – Release of Closed Council Information

Staff Recommendation

That the proposed amendments to Council Policy 1019 “Routine Release of Closed Resolutions and Reports” as outlined in the staff report titled “Referral Response – Release of Closed Council Information”, dated May 20, 2025, from the Director, City Clerk’s Office be approved.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)
Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: EB
APPROVED BY CAO 	

Staff Report

Origin

At the Open General Purposes Committee held on March 3, 2025, the matter of releasing Closed Council resolutions was discussed and Committee approved the following motion:

That staff be directed to amend the relevant policies to provide for the periodic/routine release of the Closed Council information contemplated by the policies.

The purpose of this report is to respond to this referral outlining an enhanced process for the release of Closed Council information for Council's consideration and approval. In addition, this report provides information on the existing process for Closed Committee and Closed Council minutes, as discussed at the March 3rd Open General Purposes Committee meeting.

This report supports Council's Strategic Plan 2022-2026 Strategy #1 Proactive in Stakeholder and Civic Engagement:

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

Analysis

Council Policy 1019 - Routine Release of Closed Resolutions and Reports

With regard to Closed Committee and Council meetings, there is a prescribed process that is adhered to in accordance with the Community Charter. Advance public notice of Closed Committee and Council meetings is required and these closed meetings must be called to order in an open meeting where the closure and compliance with the Community Charter is noted. Section 90 of the Community Charter outlines the exceptions to the general rule that meetings must be open to the public, outlining the specific circumstances under which meetings may be closed. Matters discussed in a Closed Committee and/or Closed Council meeting must meet the legislated criteria and the meeting notice must specify the applicable criteria warranting that the matter be considered in a closed meeting. In addition, reports proceeding to a Closed Committee and/or Closed Meeting must also stipulate why the report is closed and which section of the Community Charter applies. In addition, each closed report has a "Recommendation on Disclosure" section which provides information to Council if public disclosure of the report is anticipated or not, and the timing of such disclosure.

Council Policy 1019 - Routine Release of Closed Council Resolutions and Reports (Attachment 1) outlines the process for staff to follow for disclosing closed resolutions and/or reports when confidentiality has passed. In certain circumstances, public disclosure can take place immediately after Council has endorsed the report recommendations, such as committee appointments, in which case a public announcement is prepared for the Mayor to read out and the disclosed matter is captured in the Open Council Minutes.

In other cases, disclosure can only take place in future once certain requirements have been met, as set out in the report. In those cases, the City Clerk awaits direction from the originating department to prepare the item for public disclosure. It should be noted that determining when confidentiality has passed is up to the report writer/subject matter expert to determine.

It is recommended that Council Policy 1019 for the routine release of closed matters be amended to be more prescriptive with the inclusion of a new sub-section 5 that requires a quarterly review and reporting process. This proposed amendment reflects a more proactive and enhanced approach.

In response to the referral, it is recommended that Council Policy 1019 be amended (Attachment 2) to include a new sub-section stipulating that the following enhanced measures be undertaken:

- A quarterly review be undertaken by staff of past Closed Meeting matters to determine if the need for confidentiality regarding decisions has passed. The City Clerk's Office staff would initiate the review and work with the originating areas.
- Following the quarterly review, a Closed Report to Council would be prepared to seek Council's authority to disclose the Closed Meeting matter(s) that would be deemed to be releasable. Following Council's approval to disclose, the information would be announced at the next available Open Council Meeting, under Mayor's Announcements, as per the usual process.
- In an effort to keep Council apprised, a memo to Council would be distributed following each quarterly review in situations when no closed meeting matter warrants public release.
- In an effort to keep the public informed, information that is approved for public disclosure and announced as part of an Open Council Meeting can be uploaded for public viewing to the City's website under a separate section for matters arising from Closed Council meetings.

Should Council approve the amendment to Policy 1019 pertaining to the enhanced measures, it is proposed that a review of Closed Council Meeting matters for years 2024 and 2025 be undertaken to determine which matters could be disclosed, and a report would be presented to Council in late fall identifying Closed Meeting matters warranting disclosure for this period. The proposed added section on the website would be available to the public in conjunction with the fall report. The regular quarterly review and reporting process schedule would commence in 2026.

Council Policy 1309 – Recording of Closed Minutes

At the Open General Purposes Committee held on March 3, 2025, the matter of Closed minutes was also discussed, specifically the level of detail that ought to be captured. There was no formal referral motion as part of that discussion.

Council adopted Policy 1309 – Recording of Closed Minutes (Attachment 3) in an effort to streamline the recording of closed minutes. This Council Policy stipulates that closed minutes shall

exclude the recording of debate by members of Council, questions posed to and answered by City staff and the contents of verbal reports, other than the identification of the subject matter.

The aim of Policy 1309 was and is to ensure that Closed Council minutes be consistent, succinct and capture the decision of Council correctly. Both in open and closed meetings, minutes capture the resolutions adopted by Council, usually based on staff or committee recommendations. Minutes do not capture the dialogue or debate or specific Council member comments, as the minutes of a meeting are intended to be a concise record of what was done or agreed to by Council as a collective body. Furthermore, the Policy allows for the uninhibited exchange of opinions, information, and advice between Council members and between Council members and staff without the fear of future disclosure or misuse.

In terms of the Freedom of Information and Protection of Privacy legislation and the potential requirement to release Closed minutes in the civil litigation process, having Closed minutes potentially capture more detail raises concerns. In addition to the risk of Court's ordering disclosure, it should also be noted that Closed Council minutes may be ordered to be released after a specified period of time when the exception for the minute's release passes and no other exceptions apply. In such cases, there is a potential risk that sensitive information would be released if closed minutes were to contain greater detail than what is currently contemplated by Policy 1309.

While Policy 1309 states that the recording of closed meetings should be limited to only what is required, the Policy also does provide a provision that a member of Council can upon request still have their comments recorded. In terms of detail, closed council reports and memos proceeding to a closed meeting provide the necessary details pertaining to the matter being considered in the Closed Meeting. Should Council wish for staff to review this matter further, formal direction to staff would be required.

Financial Impact

None.

Conclusion

It is recommended that Council approve the proposed amendments to Council Policy 1019 that contemplate enhanced measures for the release of Closed Council information.



Claudia Jesson
Director, City Clerk's Office

Attachments:

Attachment 1 – Council Policy 1019

Attachment 2 – Amended Council Policy 1019

Attachment 3 – Council Policy 1309



Page 1 of 1	Routine Release of Closed Resolutions and Reports	Policy 1019
	Adopted by Council: March 13, 2006	

POLICY 1019:

It is Council policy that:

1. Resolutions and/or reports considered at closed Council and closed Committee meetings will be made routinely available to the public once the requirement for confidentiality has passed.
2. Wherever possible, matters considered at closed meetings will be made publicly available by Council or Committee as follows:
 - a. By referring a recommendation and/or report to an open meeting for consideration; or
 - b. By directing, through resolution, that a closed decision and/or report be announced or otherwise publicly released.
3. If the public disclosure of a closed resolution and/or report cannot be determined at the time of consideration, then such matters are to be routinely reviewed by staff and brought forward to closed Council with a recommendation on disclosure once the requirement for confidentiality has passed.
4. In order to make closed information publicly available in a timely manner, the disclosure of information from a closed report that is to be released will be made public by:
 - a. Releasing the report in its entirety,
 - b. Releasing the report in a severed form consistent with records that are processed under the *Freedom of Information and Protection of Privacy Act*, or
 - c. Releasing the information in the form of a separate backgrounder document that is based upon the content of the closed report (always indicating that the backgrounder is a different document from the one that was considered by Council).

It is acknowledged that this policy does not limit a person's right of access to records under the *Freedom of Information and Protection of Privacy Act*.



Page 1 of 2	Routine Release of Closed Resolutions and Reports	Policy 1019
	Adopted by Council: March 13, 2006	

POLICY 1019:

It is Council policy that:

1. Resolutions and/or reports considered at closed Council and closed Committee meetings will be made routinely available to the public once the requirement for confidentiality has passed.
2. Wherever possible, matters considered at closed meetings will be made publicly available by Council or Committee as follows:
 - a. By referring a recommendation and/or report to an open meeting for consideration; or
 - b. By directing, through resolution, that a closed decision and/or report be announced or otherwise publicly released.
3. If the public disclosure of a closed resolution and/or report cannot be determined at the time of consideration, then such matters are to be routinely reviewed by staff and brought forward to closed Council with a recommendation on disclosure once the requirement for confidentiality has passed.
4. In order to make closed information publicly available in a timely manner, the disclosure of information from a closed report that is to be released will be made public by:
 - a. Releasing the report in its entirety,
 - b. Releasing the report in a severed form consistent with records that are processed under the *Freedom of Information and Protection of Privacy Act*, or
 - c. Releasing the information in the form of a separate backgrounder document that is based upon the content of the closed report (always indicating that the backgrounder is a different document from the one that was considered by Council).
5. The routine review of closed information to determine when confidentiality has passed will include the following steps:
 - a. A quarterly review undertaken by staff of past Closed Meeting matters to determine if the need for confidentiality regarding decisions has passed. The City Clerk's Office staff would initiate the review and work with the originating areas.



- b. Following the quarterly review, a Closed Report to Council would be prepared to seek Council's authority to disclose the closed meeting matter(s) that would be deemed to be releasable. Following Council's approval to disclose, the information would be announced at the next available Open Council Meeting, under Mayor's Announcements.
- c. A memo to Council would be distributed following each quarterly review in situations when no closed meeting matter warrants public release.
- d. Information that is approved for public disclosure and announced as part of an Open Council Meeting to be uploaded for public viewing to the City's website under a separate section for matters arising from Closed Council meetings.

It is acknowledged that this policy does not limit a person's right of access to records under the *Freedom of Information and Protection of Privacy Act*.



City of
Richmond

Policy Manual

Page 1 of 1	Recording of Closed Minutes	Policy 1309
	Adopted by Council: October 10, 1995	

POLICY 1309:

It is Council policy that:

The minutes of meetings of Council and each of the Standing Committees of Council which are held in accordance with section 90 of the *Community Charter* shall **include** the following:

1. those matters which are statutorily required; and
2. those matters which are specified in, or a consequence of, the provisions of the Council Procedure Bylaw,

and shall exclude the recording of,

1. debate by members of Council;
2. questions posed to, and answered by City staff; and
3. the contents of verbal reports, other than the identification of the subject matter

at the meetings in question, unless the recording of such information is specifically requested by a member of Council in attendance.

City Clerk's Office