



Special General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, March 23, 2020
4:00 p.m.

Pg. # ITEM

FINANCE AND CORPORATE SERVICES DIVISION

1. **CREDIT CARD PAYMENT SERVICE FEE BYLAW NO. 9536,
AMENDMENT BYLAW NO. 10166**

(File Ref. No. 03-0900-01) (REDMS No. 6433095 v. 2)

GP-4

[See Page GP-4 for full report](#)

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

- (1) *That Option 1 (reduction of credit card payment service fee for property taxes and utility payments from 1.75% to 1.00%) as proposed under the staff report titled "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be approved;*
- (2) *That the Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166 be introduced and given first, second and third readings; and*
- (3) *That the Consolidated Five-Year Financial Plan (2020-2024) be amended to include additional expenditures of \$563,000 for additional credit card fees which will be funded by the Rate Stabilization Account.*



Pg. # ITEM

2. **CESSATION OF CASH TRANSACTIONS DURING COVID-19 OUTBREAK**

(File Ref. No. 03-1240-01) (REDMS No. 6434866)

GP-10

See Page GP-10 for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

That the City of Richmond ceases to accept cash transactions at City Hall until September 30, 2020.

3. **UTILITY AMENDMENT BYLAWS – UTILITY BILLING DUE DATE AMENDMENT**

(File Ref. No. 10-6000-01) (REDMS No. 6435639)

GP-13

See Page GP-13 for full report

Designated Speakers: Jason Ho & Ivy Wong

STAFF RECOMMENDATION

(1) *That each of the following bylaws be introduced and given first, second, and third readings:*

(a) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10168;*

(b) *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10169; and*

(c) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10170; and*

(2) *That staff be authorized to advertise the proposed bylaw amendments and a corresponding extension to the 2020 flat rate utility bill due date in anticipation of bylaw adoption.*

LEGAL AND LEGISLATIVE SERVICES DEPARTMENT

4. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW – ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**
(File Ref. No. 12-8060-20-010167) (REDMS No. 6433396)

GP-19

See Page GP-19 for full report

Designated Speaker: Claudia Jesson

STAFF RECOMMENDATION

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167, which introduces amendments relating to electronic meetings and participation by members, be introduced and given first, second and third readings.

ADJOURNMENT



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 16, 2020

From: Jerry Chong
Director, Finance

File: 03-0900-01/2020-Vol
01

Re: Credit Card Payment Service Fee Bylaw No. 9536,
Amendment Bylaw No. 10166

Staff Recommendation

1. That Option 1 (reduction of credit card payment service fee for property taxes and utility payments from 1.75% to 1.00%) as proposed under the staff report titled "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be approved;
2. That the Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166 be introduced and given first, second and third readings; and
3. That the Consolidated Five-Year Financial Plan (2020-2024) be amended to include additional expenditures of \$563,000 for additional credit card fees which will be funded by the Rate Stabilization Account.

Jerry Chong
Director, Finance
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
N/A		

Staff Report

Origin

As the COVID-19 situation escalates, staff continue to assess the risk and vulnerabilities in order to best protect the public and our employees. To ensure that the public can continue to transact and conduct business with the City safely, the City, in following the guidelines published by public health officials, has been promoting social distancing measures by encouraging the public to conduct business with the City over the phone, by email or online instead of in-person.

The purpose of this report is to propose a bylaw amendment to temporarily reduce the credit card service fee charge for property taxes and utility payments made by credit cards, which is currently imposed at 1.75% under the City’s Credit Card Payment Service Fee Bylaw No. 9536. This proposed reduction in credit card payment service fee charge for property taxes and utility payments provides financial relief for property owners that are paying their property taxes and utility payments through the City’s website.

This report supports Council’s Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.4 Foster a safe, caring and resilient environment.

Analysis

Currently, the public can pay municipal payments in person, by mail, by phone, through their banks, or by credit card on the City’s e-commerce platform.

Type	Description
In person (all services)	Cash (less than \$10,000), cheque, debit card, or credit card*
By Mail (all services)	Cheque by mail, or at 24-hour cheque drop box at City Hall
By Phone (tax/utility)	Pay by phone service offered by financial institutions
Pay Online (tax/utility)	Online bill payment service offered by financial institutions
E-Commerce (tax/utility)	Pay by credit card* over the City’s website via MyRichmond or MyProperty.
Others (tax/utility)	Pre-authorized withdrawal through automatic bank deduction

* Under the existing Credit Card Payment Service Fee Bylaw No. 9536, a 1.75% service fee is assessed and charged when a credit card is used as a payment method for applicable municipal services¹. The service fee is intended to allow the City to offer the credit card payment option to the public under the user-pay principle at a net cost-neutral basis.

¹ Under section 2 of the Bylaw, the credit card payment service fee does not apply to recreational programs, library services, business licence, dog licence, bylaw tickets, fines, pay parking and items sold at the Richmond Recycling Depot.

As the health and safety of our community and staff is the City’s utmost priority, the public is encouraged to transact with the City using online payment tools. In order to encourage property owners to use online payment methods, staff propose a reduction in the City’s credit card payment service fee for the next 6 months. The situation will be monitored closely by staff to determine whether the credit card payment service fee bylaw amendment should be shortened or extended should the COVID-19 risk assessment for public safety change over time.

Options and Sensitivity Analysis

The table below provides a sensitivity analysis of the cost impact of the two proposed credit card service fee options at various levels of credit card payment participation rate. The analysis is performed based on the following data and assumptions for the next six months:

1. \$70 million in projected utility billings (flat rate utility and quarterly utility bills)
2. \$470 million in projected property taxes billings (50% municipal, 50% taxing agencies)
3. 1.75% is the credit card processing fee charged to the City by the credit card companies
4. Less than 2% (less than \$10 million in gross collection) of property owners paid by credit card with a 1.75% service fee charge (based on 2018 and 2019 actual statistics)

Scenario	Estimated % of Total Revenue Paid by Credit Card (see Note)	Estimated Net Cost Impact For Each Proposed Credit Card Payment Service Fee Option	
		Option 1 1.00% (recommended)	Option 2 0.00%
Scenario 1 (current level)	2%	\$ 75K	\$175K
Scenario 2 (current level x 2)	4%	\$150K	\$350K
Scenario 3 (current level x 5)	10%	\$375K	\$875K
Scenario 4 (current level x 7.5)	15%	\$563K	\$1.3M
Scenario 5 (current level x 10)	20%	\$750K	\$1.8M

Note:

The actual uptake of the credit card participation for each proposed option is unknown as participation rate will depend the payers’ personal choice and preference. Staff estimate that:

- Status quo (1.75% service fee): The participation rate could be between 2% and 4%
- Option 1 (1.00% service fee): The participation rate could be between 2% and 15%
- Option 2 (0.00% service fee): The participation rate could be between 2% and 20%

It is anticipated that even with a modified credit card payment service fee structure, property owners may still continue to transact with the City using existing methods such as by mail, by drop box, by pre-authorized withdrawal and by using online banking services offered by their financial institutions, which are all available to them at minimal costs.

Analysis of Proposed Options

Option	Pro(s)	Con(s)
<p>Option 1 @ 1.00% (recommended)</p>	<ul style="list-style-type: none"> • Provide incentives for property owners to consider paying online using credit card at a lower cost compared to the original bylaw fee of 1.75% in the interim. • Support the current initiative to incentivize property owners to transact with the City online instead of in-person. • By keeping the proposed 1.00% service fee, this will allow the City to at least cover the credit card payment processing fee for the non-municipal portion of the gross property tax collection. 	<ul style="list-style-type: none"> • The non-recoverable option of the credit card payment processing fee will need to be absorbed by the City. • Probably costs could range from \$75K to \$563K, depending on credit card usage.
<p>Option 2 @ 0.00%</p>	<ul style="list-style-type: none"> • Waiving the credit card payment service fee will likely provide high level of financial incentive for property owners to pay by credit card online over other available payment methods. 	<ul style="list-style-type: none"> • Property owners may switch from online banking to online credit card payment, thus creating unintended outcome of significantly increasing processing costs for the City, which is estimated that the costs could range from \$175K to \$1.8M depending on credit card usage. • The City will need to fully absorb all costs, including the portion collected on behalf of other taxing agencies.

Recommendation

In order to protect both staff and the public, staff recommend a more cost effective option for the public to transact with the City online. Along with increased communication to encourage the use of online bill payment offered by all financial institutions, it is recommended that the credit card payment service fee for property taxes and utility payments be reduced from the current level of 1.75% to 1.00% for a period of six months. The proposed reduction only applies to property taxes and utility payments paid by credit card, all other in-person municipal services that are subject to a credit card payment service fee will remain unchanged at the rate of 1.75%.

With approximately half of the City's gross property tax collection being collected on behalf of various taxing agencies, it is recommended that a 1.00% service fee be maintained to ensure that the credit card processing fee associated with the portion collected for other taxing agencies are not borne by or subsidized by the City and passed onto the general taxpayers.

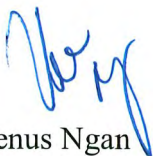
Staff will continue to regularly monitor the health and safety situation and operating environment of City Hall, and will report back to Council to make any necessary adjustments to the credit card payment service fee bylaw, should the need arise during this 6-month period.

Financial Impact

The estimated financial impact of adjusting the credit card service fees for property taxes and utility credit payments is \$563,000. This will be funded from the Rate Stabilization Account and the Consolidated Five-Year Financial Plan (2020-2024) will be amended accordingly.

Conclusion

That the Credit Card Payment Service Fee Bylaw Amendment be considered and approved by Council where the credit card payment service fee for property taxes and utility payments be reduced from 1.75% to 1.00% over the next 6 months in order to encourage the public to transact with the City electronically instead of in person.



Venus Ngan
Manager, Treasury and Financial Services
(604-276-4217)

Att. 1: Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166



**Credit Card Payment Service Fee Bylaw No. 9536,
Amendment Bylaw No. 10166**

The Council of the City of Richmond enacts as follows:

1. The **Credit Card Payment Service Fee Bylaw No. 9536** is hereby amended as follows:
 - a) In section 1, by adding the words "or in section 2.1" immediately after the words "Except as set out in section 2"; and
 - b) By inserting the following as section 2.1:
 - 2.1 The service charge imposed under section 1 is reduced to 1.00% for property taxes and utility bill payments made by credit cards during the period from March 23, 2020 to September 23, 2020, inclusive.
2. This Bylaw is cited as "**Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Council

To: Richmond City Council

Date: March 18, 2020

From: Jerry Chong
Director of Finance

File: 03-1240-01/2020-Vol
01

Re: Cessation of Cash Transactions During Covid-19 Outbreak

Staff Recommendation

That the City of Richmond ceases to accept cash transactions at City Hall until September 30, 2020.

Jerry Chong
Director of Finance
(604-276-4064)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
N/A	
APPROVED BY CAO	

Staff Report

Origin

With the current outbreak of Covid-19, the City is developing social distancing protocols to ensure the health and safety of all City Hall staff and patrons. Currently, the City offers a variety of payment methods that do not require a patron to be physically at City Hall to conduct the transaction except where customers choose to pay by cash. This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

Analysis

Starting from January 29, 2020, the City issued flat rate and metered utility invoices totaling over \$45.2M. Of this amount, \$27.4M has been collected to date through online and in person payments. Approximately 914K or 3.33% of the payments (1,333 transactions) were made in person at City Hall with cash.

Cash transactions raise a number of concerns during the current outbreak:

- Cash payments require taxpayers to venture out of the safety of their homes and to stand in multiple line ups at financial institutions and at City Hall with other like-minded individuals. This exposes all to a higher risk of contracting or spreading the virus, especially since many patrons continue to stand too close to one another.
- Cash is a very unsanitary commodity as it has been touched by many strangers and is rarely, if ever, sanitized. Cash handling exposes all individuals to germs and therefore, should be minimized during current conditions.
- The City relies heavily on the armoured car company to pick up and deliver our daily deposits to the bank. While we currently have this service, we cannot be guaranteed that the service will persist as all companies are concerned about the health and safety of their staff and may suspend services for a period of time. If this happens, the City will be exposed to the risk of having to hold excess amounts of cash on our premises.
- While some seniors prefer transacting with cash, they are considered an "at risk group" and should be discouraged from coming into City Hall.

By temporarily eliminating cash transactions until September 30th, it would encourage taxpayers to use other payment methods offered by the City including:

- Online and telephone payment at financial institutions
- Online credit card payment on the City's website

- Cheque payment using Canada Post
- Cheque payment using the City's 24hr drop box

This will result in:

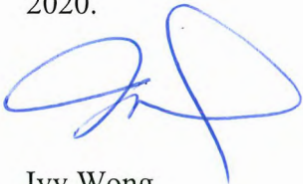
- Improving social distancing as fewer patrons will need to be at City Hall
- Reducing patron's risk of theft as they will not be carrying large sums of cash
- Reducing City's risk of having large amounts of cash on site.
- Allowing staff to monitor patron's feedback on the decision and to assess the viability of a future cashless City Hall.
- Supporting anti-money laundering initiatives.
- Changing taxpayer's practices of utilizing cash payments

Financial Impact

None

Conclusion

That the City of Richmond cease to accept cash transactions at City Hall until September 30, 2020.



Ivy Wong
Manager, Revenue
(604-276-4046)

IW:iw



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 20, 2020
From: John Irving, P.Eng., MPA **File:** 10-6000-01/2019-Vol
 General Manager, Engineering & Public Works 01
 Andrew Nazareth
 General Manager, Finance & Corporate Services

Re: **Utility Amendment Bylaws – Utility Billing Due Date Amendment**

Staff Recommendation

1. That each of the following bylaws be introduced and given first, second, and third readings:
 - a) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10168;
 - b) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10169; and
 - c) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10170.

That staff be authorized to advertise the proposed bylaw amendments and a corresponding extension to the 2020 flat rate utility bill due date in anticipation of bylaw adoption.

Jerry Chong, CPA, CA
 Director, Finance
 (604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Corporate Communications	<input checked="" type="checkbox"/>	
Solid Waste and Recycling	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
N/A		

Staff Report

Origin

Property owners in Richmond receive utility bills for water, sewer, solid waste and recycling, and flood protection services. The City's Waterworks and Water Rates Bylaw No. 5637, Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, and Solid Waste and Recycling Bylaw No. 6803 specify due dates for metered and flat rate utility bills and offer a 10% discount for bills paid before the due date.

This report presents proposed bylaw amendments to allow flexibility for extending due dates in response to emergency situations such as the COVID-19 pandemic.

This report supports Council's Strategic Plan 2018-2022 Strategy #1, A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.2 Future-proof and maintain city infrastructure to keep the community safe.

1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.

Analysis

2020 Utility Bill Due Date

Flat rate utility bills were mailed to property owners in February 2020 and are currently due on March 31, 2020. In response to the COVID-19 pandemic, staff recommend extending the invoice due date for flat rate utility bills to accommodate those who are unable to make payment at this time. This allows the early payment discount of 10% to be applied to all utility bills paid on or before the extended due date.

Metered utility bills are issued quarterly, with 2020 first quarter invoices scheduled to be issued in May 2020 and due in June 2020. It is unknown at this time whether these dates will be affected by COVID-19.

Proposed Bylaw Amendments

Existing bylaws indicates that flat rate bills are due by the date specified on the invoice, and metered bills are due approximately one month from the date of the invoice. Staff recommend amending the bylaws to provide the General Manager, Finance & Corporate Services with the authority to extend invoice due dates as required, particularly in the case of extraordinary circumstances such as the current outbreak.

Communication of Proposed Changes

Flat rate utility bills are currently due on March 31, 2020. If the proposed bylaw amendments are acceptable to Council, staff recommend advertising the proposed amendments and a corresponding extension of the flat rate due date to June 30, 2020 immediately, in anticipation of bylaw adoption, to provide residents with notice of the proposed changes.

Richmond residents would be notified through a news release, social media, and the City's website. Through these communication efforts, property owners will also be encouraged to pay utility bills remotely using one of the following options:

- Online or telephone banking through a financial institution;
- Online through the City's website using a credit card (service fee applies);
- Mail cheques to Richmond City Hall; or
- Drop cheque in 24 Hour Drop Box at Richmond City Hall.

Financial Impact

Extending the invoice due date for flat rate utility bills may result in reduced revenues for the Water Utility, Sewer Utility, Solid Waste & Recycling Utility and Drainage and Diking Utility. The estimated revenue impact is approximately \$100,000 for each utility. There is adequate funding available within each provision accounts to accommodate this revenue shortfall without impacting future utility rates.

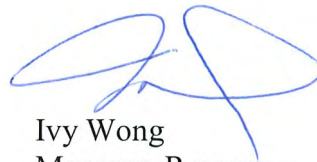
The proposed bylaw amendments also allow future extensions of billing due dates. Staff will keep Council informed of impacts if significant extensions are required due to extraordinary events.

Conclusion

Amending the bylaws provides flexibility for the General Manager of Finance and Corporate Services to extend utility invoice due dates during extraordinary times. If the proposed bylaws are adopted, staff recommend extending the 2020 flat rate utility due date to June 30, 2020 in response to the COVID-19 outbreak and provide residents with advance notice of the anticipated change.



Jason Ho, P.Eng.
Manager, Engineering Planning
(604-244-1281)



Ivy Wong
Manager, Revenue
(604-276-4046)

- Att. 1: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10168
2: Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10169
3: Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10170



**Waterworks and Water Rates Bylaw No. 5637,
Amendment Bylaw No. 10168**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended:
 - a) By deleting Sections 13 (b) and 13 (c) and replacing them with the following:
 - (b) Every owner of a property which does not have a metered water service will be invoiced annually and must pay the rates specified in Schedule A. Every owner of a property which has a metered water service will be invoiced every three months and must pay for water consumption at the **water meter** fixed charge specified in Schedule B or C, as applicable.
 - (c) All invoices specified in (b) must be paid prior to the invoice due date. Extensions to the invoice due date may be granted at the discretion of the **General Manager, Finance & Corporate Services**.
 - b) By adding the following definition under **PART I – INTERPRETATION**

**GENERAL MANAGER,
FINANCE &
CORPORATE SERVICES**

means the person appointed to the position of General Manager, Finance & Corporate Services, and includes a person designated as an alternate

2. This Bylaw is cited as “**Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10168**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551,
Amendment Bylaw No. 10169**

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551**, as amended, is further amended:

a) By deleting Section 2.4 and replacing it with the following:

2.4 Date of User and Flood Protection System Fee Payments

2.4.1 All **sanitary sewer** system user fees and all **flood protection system** fees must be paid on or before the invoice due date.

2.4.2 Extensions to the invoice due date may be granted at the discretion of the **General Manager, Finance & Corporate Services**.

b) By adding the following definition under **PART FIVE – INTERPRETATION**

**GENERAL MANAGER,
FINANCE &
CORPORATE SERVICES**

means the person appointed to the position of General Manager, Finance & Corporate Services, and includes a person designated as an alternate

1. This Bylaw is cited as “**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10169**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment
Bylaw No. 10170**

The Council of the City of Richmond enacts as follows:

1. The Solid Waste and Recycling Regulation Bylaw No. 6803, as amended, is further amended:

a) By adding subsection 11.1 (c) as follows:

(c) Extensions to the invoice due date may be granted at the discretion of the General Manager, Finance & Corporate Services.

b) By adding the following definition under **PART FIFTEEN – INTERPRETATION**:

**GENERAL MANAGER,
FINANCE &
CORPORATE SERVICES**

means the person appointed to the position of General Manager, Finance & Corporate Services, and includes a person designated as an alternate

2. This Bylaw is cited as “Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10170”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 17, 2020

From: Claudia Jesson
Director, City Clerk's Office

File: 12-8060-20-010167

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

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167, which introduces amendments relating to electronic meetings and participation by members, 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

At the March 23, 2020 Special Open Council Meeting, Council endorsed an amendment to the Council Procedure Bylaw No. 7560 to enable members of Council to participate in a Regular Council Meeting by electronic means in emergency circumstances. In addition, Council endorsed the following motion:

That staff be directed to report back with a Council Procedure Bylaw amendment to provide the ability for electronic meeting participation at Standing Committee meetings.

This report responds to this direction and proposes further amendments to the Council Procedure Bylaw No. 7560 to enable members of Standing Committees to participate by electronic means in a Standing Committee meeting during emergency circumstances. In addition, the proposed bylaw amendment also includes the ability for Council members to participate by electronic means at a Regular Council Meeting for Public Hearings.

Analysis

In addition to the most recent changes introduced to the Council Procedure Bylaw No. 7560 to enable members of Council to participate in Regular Council Meetings by electronic means during emergency circumstances, the Council Procedure Bylaw No.7560, Amendment Bylaw No. 10167 proposes the following:

- In emergency circumstances as determined by the Mayor, the Mayor may declare an emergency prior to the commencement of a Regular Council Meeting for Public Hearings or a Standing Committee meeting, and a member of Council and/or a member of Standing Committee may participate by electronic means at that Regular Council Meeting for Public Hearings or Standing Committee meeting; and,
- In addition to the Mayor, a presiding member of a Standing Committee, based on stated public health and safety reasons, may exclude or limit the physical attendance of members of the public at the Regular Council Meeting for Public Hearings or the Standing Committee meeting.

Financial Impact

None.

Conclusion

The proposed additional amendments to the Council Procedure Bylaw No. 7560 will enable members of Council to participate in a Regular Council Meeting for Public Hearings and a Standing Committee 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 presiding member of a Standing Committee to exclude or limit the physical attendance of members of the public at a Standing Committee.



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



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167

The Council of the City of Richmond enacts as follows:

- 1. Council Procedure Bylaw No. 7560, as amended, is further amended by replacing Section 1.5 with the following:

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, a Regular Council Meeting for Public Hearings or a Standing Committee meeting, and a member of Council and/or a member of Standing Committee may participate by electronic means at that Regular Council Meeting, Regular Council Meeting for Public Hearings or Standing Committee 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, permit the public to hear the participation of all members during the meeting.
1.5.3 Any Electronic Meeting of a Regular Council Meeting, a Regular Council Meeting for Public Hearings or Standing Committee meeting must be held in the Council Chamber or Anderson Room.
1.5.4 After a declaration under Section 1.5.1 is made, the Mayor or presiding member of Standing Committee 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, the Regular Council Meeting for Public Hearings or the Standing Committee meeting.

- 2. This Bylaw is cited as "Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167".

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

Horizontal lines for signature and date.

CITY OF RICHMOND APPROVED for content by originating dept. [Signature] APPROVED for legality by Solicitor [Signature]

MAYOR

CORPORATE OFFICER