

TO: CITY MANAGER **DATE:** 2020 June 18

FROM: CITY CLERK

SUBJECT: DELEGATIONS TO COUNCIL, COMMITTEE, COMMISSION, AND BOARD MEETINGS

PURPOSE: To provide information to Council on the recently released Provincial guidelines related to Ministerial Order No. M192/2020 for receiving delegations and to seek Council approval of delegation procedures to ensure the health and safety of Council, Resident Representatives, staff and the public.

RECOMMENDATIONS:

1. **THAT** Council approve the following procedures for receiving delegations to Council, Committee, Commission and Board meetings:
 - a. delegations will be permitted to present via electronic means only;
 - b. delegations will be limited to one representative;
 - c. only two delegations will be permitted at each Council, Committee, Commission and Board meeting.

REPORT

1.0 INTRODUCTION

Delegations appearing before Council, Committees, Commissions or Boards share valuable perspectives and input on the impact/s of initiatives and policies on the community. Similarly, delegations often bring requests for new initiatives, policies and programs where there may be an emerging need or demand for expanded services. Recognizing the important input and ideas brought forward by delegations, with the electronic participation technologies in place, and the Ministerial Order No. M192/2020 Guidelines, this report outlines how delegations to Council, Committee, Commission, and Board meetings can resume without posing a health and safety risk to the meeting participants during the COVID-19 pandemic.

2.0 POLICY SECTION

This report aligns with the following goals and sub goals of the Corporate Strategic Plan:

Goals

- A Safe Community
 - Community amenity safety –
Maintain a high level of safety in City buildings and facilities for the public and City staff
- A Connected Community
 - Digital connection –
Provide online access to core City services and information
- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
- A Thriving Organization
 - Communication –
Practice open and transparent communication among staff, Council and the community
 - Technology and innovation –
Support technology development and innovation to empower staff and to advance community objectives

3.0 BACKGROUND

On 2020 March 18, the Provincial Government declared a Provincial State of Emergency to support the province-wide response to the novel coronavirus (COVID-19) pandemic. The declaration was made based on a recommendation from B.C.'s health and emergency management officials, after Dr. Bonnie Henry, B.C.'s Provincial Health Officer, declared a Public Health Emergency on 2020 March 17. In addition to the limitations on mass gatherings set under a Class Order, the BC Centre for Disease Control released guidelines for "physical distancing" to reduce the spread of COVID-19. Physical distancing means limiting close contact with others by keeping two meters (six feet) away from one another.

Upon the release of physical distancing guidelines, the City cancelled Committee, Commission, and Board meetings. At the same time, delegations to Council were also suspended. The decision to cancel Committee, Commission, and Board meetings and to suspend delegations to Council was done out of an abundance of caution to ensure the health and safety of meeting participants. During the cancellation period, delegations that

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would have normally been considered by Council and the various Committees, Commissions, and Boards were requested to submit correspondence in lieu of a presentation or wait to appear as a delegation until such time as a safe process for facilitating delegations was identified.

On 2020 June 17, the Minister of Public Safety and Solicitor General released Ministerial Order No. M192/2020 and provided related Guidelines. Although Ministerial Order No. M192/2020 does not include a requirement for Local Governments to resume delegations, the related Guidelines include recommendations for facilitating delegations at Local Government meetings.

4.0 DELEGATIONS TO COUNCIL, COMMITTEES, COMMISSIONS, AND BOARDS

Electronic Presentation

The option of electronic participation in meetings has been available to Council, Committee, Commission and Board members at different stages over the past few months. Members of the public are also able to watch Council, Select Committee, Commission, and Board meetings via live stream from the comfort and safety of their homes. The aforementioned electronic participation options have successfully decreased the number of attendants at any given meeting without compromising civic engagement or hindering City business processes.

Guidelines released with Ministerial Order No. M192 (2020 June 17) include recommendations on health and safety protocols and procedures for in-person attendance at a Local Government meeting. Staff are currently reviewing the newly released guidelines and will seek to implement the recommendations where appropriate. Prior to the implementation of expanded health and safety protocols, to ensure the City can continue to meet physical distancing guidelines and to best protect the health and safety of meeting participants, it is recommended that delegations be permitted via electronic means only.

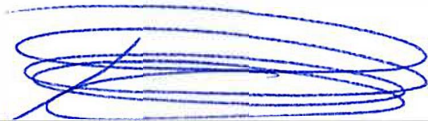
Delegations and Delegates

Section 18 of the Burnaby Procedure Bylaw 2004, currently permits up to three (3) delegations and three (3) speakers per delegation to appear at any given meeting. Although the technology that enables electronic delegation presentations is available, logistical considerations such as agenda item coordination, video conferencing transitions, and in-meeting delegation support are likely to result in some meeting flow inefficiencies. To best manage meeting interruptions and delays, staff recommend a temporary reduction in the number of delegations appearing at each meeting from three (3) to two (2) and that each delegation comprise of one presenting delegate.

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5.0 RECOMMENDATIONS

To ensure physical distancing and enable the sharing of perspectives and ideas brought forward by delegations, staff recommend Council approve delegation procedures that seek to ensure the health and safety of Council, Resident Representatives, staff and the public. Additionally, to decrease meeting inefficiencies and delays it is further recommended that the number of delegations received at each meeting be temporarily reduced from three (3) to two (2) with one presenting delegate.



Kate O'Connell, MPP
CITY CLERK

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Copied to: Management Committee Members