



City of Langford

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Staff Report to Council

Date: March 16, 2020
Department: Administration
Subject: Reduction in Meetings and Amendment to Council Procedures Bylaw

Background and Commentary

Due to the COVID-19 coronavirus pandemic, public health officials are urging a reduction in public gatherings. Council may wish to reduce the Council meeting schedule and suspend committee meetings to reduce the chance of COVID-19 transmission in Langford. Council may also wish to amend the Council Procedures Bylaw to enable meetings to be held remotely (with Council, staff and the public calling in).

Community Charter s. 128 2(c)ii requires the City to have one staff member present at a physical location where the public can hear the meeting, so this will reduce the number of people present but does not eliminate the physical meeting entirely.

Financial Implications

Council meetings and public hearings will still be held often enough that the reduction in meeting frequency, in itself, will not impact City business.

Legal Implications

Amendments to the Council Procedures Bylaw are required to be advertised once each week for two consecutive weeks. These will be placed on March 20 and 27, prior to potential adoption on April 6. The amendment, as drafted, has been reviewed by the City's lawyers.

Options

1. THAT Council reduce the number of Council meetings to one per month, starting in April 2020;

AND

2. THAT Council temporarily suspend all committee meetings;

AND

3. THAT Council give 1st, 2nd and 3rd reading to the "Council Procedure Bylaw, Amendment No. 2, Bylaw No. 1701".

OR

4. THAT Council not change the Council and Committee meeting schedule OR amend the Council Procedure Bylaw at this time.

Respectfully submitted,

Submitted by:	Adriana Proton, Manager of Legislative Services
Concurrence:	Braden Hutchins, Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer

City of Langford

BYLAW NO. 1701

A Bylaw to amend the Council Procedure Bylaw No. 819.

The Council of the City of Langford, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited as "Council Procedure Bylaw, Amendment No. 2, Bylaw No. 1701".

Amendment

2. Council Procedure Bylaw No. 819, 2004 is hereby amended by adding the following as subsection (e) to section 2h, "Electronic Meetings":
 - e) Despite sections 2h(b) and 2h(c), all Council members may participate in a Council meeting electronically under the following circumstances:
 - i. If the World Health Organization has declared a pandemic, and has not yet rescinded the pandemic declaration or declared a post-pandemic period; or
 - ii. If there is a current local state of emergency.

READ A FIRST TIME THIS	DAY OF	MARCH	2020.
READ A SECOND TIME THIS	DAY OF	MARCH	2020.
READ A THIRD TIME THIS	DAY OF	MARCH	2020.
PUBLIC NOTICE GIVEN THIS	DAY OF		2020.
ADOPTED THIS	DAY OF		2020.

Presiding Council Member

Corporate Officer