



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 7662

The Council of the City of Richmond enacts as follows:

1. Bylaw No. 7560 is amended:

(a) by adding the following as subsection 1.1.2,

“Notwithstanding the provisions of clause (a) of subsection 1.1.1, in the month of December following a General Local Election, the first **Regular Council Meeting** must be held on the first Monday of that month, and the second **Regular Council Meeting** on the second Monday of that month;” and

(b) by adding the following as subsection 1.3.2,

“Notwithstanding the provisions of clause (a) of subsection 1.3.1, in the month of December following a General Local Election, the first **Regular (closed) Council Meeting** must be held on the first Monday of that month, and the second **Regular (closed) Council Meeting** on the second Monday of that month;”

and by renumbering the existing subsection 1.3.2 as subsection 1.3.3.

2. Bylaw No. 7560 is amended by adding the following as Section 4.2 and by re-numbering the existing Section 4.2 as Section 4.3:

4.2 Appointment of an Acting Mayor

4.2.1 An Acting Mayor must be appointed by **council** on a recommendation from the **Mayor**, for each month of the subsequent year, at the first **Regular Council Meeting** in December of each year, and on an as-needed basis thereafter.

4.2.2 During a period when an Acting Mayor is absent or otherwise unable to act, and in the continued absence, or inability of the **Mayor** to Act, or when the office of **Mayor** is vacant, the Councillor designated in accordance with subsection 4.2.1 for the following month must be the Acting Mayor for the current month until all of the Acting Mayors so designated have been exhausted, at which point the names of the Acting Mayors so designated would repeat in sequence.

4.2.3 For the purposes of transferring the duties of **Mayor** to the Acting Mayor, the **Mayor** must where possible, notify the **City Clerk** of this transfer and of any re-transfer of duties back to the **Mayor**.

4.2.4 For the purposes of transferring the duties of Acting Mayor to other Councillors, the Acting Mayor for that month must where possible, notify the **City Clerk** of such transfer and of any re-transfer of duties and the **City Clerk** must, by the means appropriate in the circumstances, advise the **Mayor** of such transfer or re-transfer of duties.

3. Bylaw No. 7560 is amended:

(a) by adding the following as subsection 5.1.1 and by re-numbering the existing subsection 5.1.1 as subsection 5.1.2,

5.1.1 The minutes of:

- (a) each **Regular Council Meeting, Regular Council Meeting for Public Hearings, and Special Council Meeting**; and
- (b) each meeting of a **Standing Committee, Select Committee**, or other body established by **Council** that is comprised solely of members of **Council**,

from which the public has not been excluded, must be recorded in written form in the case of (a) by the **City Clerk**, and in the case of (b) by the **City Clerk** or a designate;

(b) by adding the following as subsection 5.1.3:

5.1.3 Upon their adoption, the minutes of:

- (a) each **Regular Council Meeting, Regular Council Meeting for Public Hearings and Special Council Meeting**; and
- (b) each meeting of a **Standing Committee, Select Committee**, or other body established by **Council** that is comprised solely of members of **Council**,

from which the public has not been excluded, must in the case of (a), be certified as correct by the **City Clerk** and signed by the **Mayor**, and in the case of (b), certified by the **City Clerk** or a designate and signed by the **Committee Chair**.

(c) by adding the following as subsection 5.2.1 and by re-numbering the existing subsection 5.2.1 as subsection 5.2.2,

5.2.1 The minutes of:

- (a) each **Regular (Closed) Council Meeting**, and each **Special Council Meeting**; and
- (b) each meeting of a **Standing Committee, Select Committee**, or other body established by **Council** that is comprised solely of members of **Council**,

from which the public has been excluded, must be recorded in written form in the case of (a) by the **City Clerk**, and in the case of (b) by the **City Clerk** or a designate; and

- (d) by adding the following as subsection 5.2.3,

5.2.3 Upon their adoption, the minutes of:

- (a) each **Regular (Closed) Council Meeting** and each **Special Council Meeting**; and
- (b) each meeting of a **Standing Committee, Select Committee**, or other body established by **Council** that is comprised solely of members of **Council**,

from which the public has been excluded, must in the case of (a), be certified as correct by the **City Clerk** and signed by the **Mayor**, and in the case of (b), certified as correct by the **City Clerk** or a designate and signed by the Committee Chair.

- 4. Bylaw No. 7560 is amended by adding the following words at the end of subsection 18.1.2, "and to any other body established by **Council** which is comprised solely of **Council** members."

- 5. Bylaw No. 7560 is amended:

- (a) by adding the following definition in alphabetical order to Section 21.1:

PUBLIC NOTICE POSTING PLACE means the place within the Richmond City Hall shown on Schedule A which is attached and forms part of this bylaw.

- (b) by deleting:

- (i) the words "on a notice board in Richmond City Hall" in subsections 2.1.2(b), 2.1.3, 17.5.1(c) and 17.5.2;
- (ii) the words "in the Richmond City Hall" in subsection 2.1.4;
- (iii) the words "in a conspicuous place in the Richmond City Hall" in subsection 16.3.1(c),

and by substituting “in the **public notice posting place**” in each case.

6. Bylaw No. 7560 is amended:

- (a) by deleting the words “*Local Government Act*” wherever they appear in Part One through Part Twenty inclusive, and by substituting the words “*Community Charter*” in each case; and
- (b) by deleting, in Part Twenty-One:
 - (i) the definition of “City Clerk” and by substituting the following,

“CITY CLERK	means the municipal officer appointed by Council and assigned the responsibility of corporate administration pursuant to Section 148 of the <i>Community Charter</i> .”
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 - (ii) the words “the *Local Government Act*”, and by substituting the words “Section 132 of the *Community Charter*” in the definition of Point of Order;
 - (iii) the words “authorized by Section 222.1 of the *Local Government Act* and governed by”, and by substituting “as specified in” in the definition of Regular Council Meeting;
 - (iv) the words “Section 242.2 of the *Local Government Act*”, and by substituting “Section 126 of the *Community Charter*” in the definition of Regular (Closed) Council Meeting;
 - (v) the words “Section 238 of the *Local Government Act*”, and by substituting “Section 142 of the *Community Charter*” in the definition of Select Committee;
 - (vi) the words “Section 222.1 of the *Local Government Act*”, and by substituting “Section 126 of the *Community Charter*” in the definition of Special Council Meeting; and
 - (vii) the words “Section 239 of the *Local Government Act*”, and by substituting “Section 141 of the *Community Charter*” in the definition of Standing Committee.

7. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 7662**”.

PUBLIC NOTIFICATION

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAR 11 2004 MAR 18 2004

MAR 22 2004

MAR 22 2004

MAR 22 2004

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

MAYOR

CITY CLERK

SCHEDULE A to BYLAW NO. 7662

