



CITY OF RICHMOND

COUNCIL PROCEDURES

BYLAW NO. 7560

EFFECTIVE DATE –

CITY OF RICHMOND
COUNCIL PROCEDURE BYLAW NO. 7560

TABLE OF CONTENTS

Page 1 of 3

PAGE

PART ONE: COUNCIL MEETINGS

1.1 Regular Council Meetings.....	1
1.2 Regular Council Meetings for Public Hearings.....	1
1.3 Regular (closed) Council Meetings.....	2

PART TWO: ADVANCE NOTICE OF COUNCIL MEETINGS

2.1 Duties of City Clerk.....	2
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PART THREE: COUNCIL MEETING AGENDAS

3.1 Council Meeting Agenda Preparation.....	3
3.2 Submission of Reports for Council and Committee Agendas.....	3
3.3 Availability of Council Meeting Agendas.....	4
3.4 Regular Council Meeting Agenda Additions and Deletions.....	4
3.5 Special Council Meeting Agenda Additions and Deletions.....	5

PART FOUR: OPENING OF COUNCIL MEETING PROCEEDINGS

4.1 Duties of the Mayor and Acting Mayor.....	5
4.2 Duties of the City Clerk.....	6

PART FIVE: MINUTES OF COUNCIL AND STANDING COMMITTEES

5.1 Open Meeting Minutes.....	6
5.2 Closed Meeting Minutes.....	6

PART SIX: RULES OF CONDUCT IN COUNCIL MEETINGS

6.1 Member Obligations.....	6
6.2 Member Prohibitions.....	7
6.3 Authority of the Chair Regarding Conduct of Members.....	7

PART SEVEN: RULES OF DEBATE IN COUNCIL MEETINGS

7.1 Member Prohibitions.....	7
7.2 Procedure for Mayor to Speak to a Motion.....	8
7.3 Points of Order, Points of Information and Points of Privilege.....	8
7.4 Authority of the Chair Regarding Rules of Debate.....	9
7.5 Appeal of a Decision of the Chair.....	9

PART EIGHT: MOTIONS

8.1 Proposing and Withdrawing of Motions.....	9
8.2 Order of Precedence of Motions.....	10
8.3 Referral Motions.....	10
8.4 Tabling Motions.....	11
8.5 Amending Motions.....	11
8.6 Sub-Amendments.....	12
8.7 Scope of Amendments and Sub-Amendments.....	12

PART NINE: VOTING ON A MOTION

9.1 Method of Voting.....	12
9.2 Severability of Motions.....	13
9.3 Requirement for Unanimous Vote.....	13

PART TEN: RESCINDING A RESOLUTION

10.1 Serving a Notice of Motion to Rescind	14
10.2 Obligations of Server of Notice of Motion to Rescind	14
10.3 Restrictions on Motions to Rescind.....	15
10.4 Application to Closed Meetings.....	15

PART ELEVEN: RECONSIDERING A DEFEATED MOTION

11.1 Serving a Notice of Motion to Reconsider	15
11.2 Obligations of Server of Notice of Motion to Reconsider	16
11.3 Restrictions on Motions to Reconsider.....	16
11.4 Application to Closed Meetings.....	17

PART TWELVE: NEW BUSINESS.....17

PART THIRTEEN: DELEGATIONS TO COUNCIL

13.1 Delegations on Agenda Items	17
13.2 Delegations on Non-Agenda Items	18
13.3 Non-Delegable Items	18
13.4 Deferred Delegations.....	19
13.5 Delegations at Regular (Closed) Council Meetings	19
13.6 Delegations at Special Council Meetings	19
13.7 Role of Member regarding Delegations.....	19
13.8 General Rules for Delegations	19

PART FOURTEEN: DELEGATIONS TO STANDING AND SELECT COMMITTEES

14.1 Delegations on Agenda Items.....	20
14.2 Delegations on Non-Agenda Items	20
14.3 Non-Delegable Items	21
14.4 Deferred Delegations.....	21
14.5 General Delegation Rules for Standing Committees	22

PART FIFTEEN: BYLAWS AND BYLAW READINGS

15.1 Bylaw Procedures.....	22
15.2 Bylaw Amendments	23

PART SIXTEEN: COMMITTEE OF THE WHOLE

16.1 Quorum and Chair	23
16.2 General Provisions	23
16.3 Advance Notice of Committee of the Whole Meetings	23
16.4 Procedural Variances with Council Meetings	24
16.5 Ratification by Council	24

PART SEVENTEEN: STANDING COMMITTEES OF COUNCIL

17.1 Duties of the Mayor.....	25
17.2 Quorum and Membership	25
17.3 Mandate of Standing Committees.....	25
17.4 Duties of Standing Committee Chairs	26
17.5 Advance Notice of Standing Committee Meetings	26
17.6 Procedural Variances with Council Meetings	26
17.7 Presentation of Standing Committee Resolutions to Council	27

PART EIGHTEEN: SELECT COMMITTEES OF COUNCIL

18.1 General Provisions	27
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PART NINETEEN: PUBLIC ANNOUNCEMENTS AND EVENTS

PART TWENTY: MISCELLANEOUS PROVISIONS

PART TWENTY-ONE: INTERPRETATION

PART TWENTY-TWO: PREVIOUS BYLAW REPEAL

PART TWENTY-THREE: CITATION

CITY OF RICHMOND

COUNCIL PROCEDURE BYLAW NO. 7560

The Council of The City of Richmond enacts as follows:

PART ONE: COUNCIL MEETINGS

1.1 Regular Council Meetings

1.1.1 Regular Council Meetings:

- (a) must be held on the second and fourth Monday of each month at 7:00 p.m. in the Council Chambers of the Richmond City Hall except where **council** has determined that a **Regular Council Meeting** is to be held elsewhere;
- (b) must, when such meeting falls on a statutory holiday, be held on the next day following which is not a statutory holiday;
- (c) must be adjourned at 11:00 p.m. on the day scheduled for the meeting, unless a **resolution** to proceed beyond that time is adopted;
- (d) may be cancelled by **council**, provided that two consecutive meetings are not cancelled other than in accordance with subsection 4.2.2; and
- (e) may be postponed by the **Mayor**, after providing at least two business days written notice to the **City Clerk**, to a day, time and place named in such notice.

1.2 Regular Council Meetings for Public Hearings

1.2.1 Regular Council Meetings for Public Hearings:

- (a) must be held on the third Monday of each month at 7:00 p.m. in the Council Chambers of the Richmond City Hall, except where **council** has determined that such meeting is to be held at a different time, date or place;
- (b) must, when such meeting falls on a statutory holiday, be held on the next day following which is not a statutory holiday;
- (c) must be adjourned at 11:00 p.m. on the day scheduled for the meeting, unless a **resolution** to proceed beyond that time is adopted;

- (d) may be adjourned or concluded at any time between 11:00 p.m. on the day scheduled for the meeting and 1:00 a.m. the following day, but after the latter time is reached, the Public Hearing on any item may not conclude, but must be adjourned to a specified date, time, and place; and
- (e) may be cancelled by the **City Clerk**, in consultation with the **Mayor**, where no reports have been submitted for such meeting in accordance with section 3.2.

1.3 Regular (Closed) Council Meetings

1.3.1 Regular (Closed) Council Meetings:

- (a) must be held on the second and fourth Monday of each month at 4:00 p.m. in the Anderson Room of the Richmond City Hall, except where the **Mayor**, in consultation with the **City Clerk**, has determined that a **Regular (Closed) Council Meeting** is to be held elsewhere, or at a different time;
- (b) must, when such meeting falls on a statutory holiday, be held on the next day following which is not a statutory holiday;
- (c) may be cancelled by the **Mayor**, in consultation with the **City Clerk**, where no reports have been submitted for such meeting in accordance with section 3.2.

1.3.2 Any items which, in the opinion of **council**, do not comply with the closed meeting criteria specified in the *Local Government Act*, must be deleted from the agenda of the **Regular (Closed) Council Meeting** and be referred:

- (a) to a future **Regular Council Meeting** as an additional item in accordance with clause (a) of subsection 3.4.1; or
- (b) to a **standing committee**, a **select committee**, or to staff.

PART TWO: ADVANCE NOTICE OF COUNCIL MEETINGS

2.1 Duties of the City Clerk

2.1.1 As soon as possible after:

- (a) the first **council** meeting following a General Local Election; and
- (b) the first **Regular Council Meeting** in December of each year which is not an election year,

the **City Clerk** must provide to each **member**, an annual schedule of all **Regular Council Meetings**, all **Regular Council Meetings for Public Hearings**, and all **Regular (Closed) Council Meetings**.

- 2.1.2 The annual **council** meeting schedule referred to in subsection 2.1.1 must:
- (a) be made available to the public; and
 - (b) be posted on a notice board in the Richmond City Hall for public viewing at all times.
- 2.1.3 Where revisions are necessary to the schedule referred to in subsection 2.1.1, the **City Clerk** must, as soon as possible, post a notice on a notice board in the Richmond City Hall to advise the public of:
- (a) any revisions to the date, time, and place of either the **Regular Council Meeting**, the next **Regular Council Meetings for Public Hearings**, or the next **Regular (Closed) Council Meeting**, whichever is applicable; and
 - (b) the cancellation of any **Regular Council Meetings**, **Regular Council Meetings for Public Hearings**, and **Regular (Closed) Council Meetings**.
- 2.1.4 In the case of a **Special Council Meeting**, the **City Clerk** must, so far as time permits, post a notice of such meeting in the Richmond City Hall for public viewing.

PART THREE: COUNCIL MEETING AGENDAS

3.1 Council Meeting Agenda Preparation

3.1.1 Prior to each:

- (a) **Regular Council Meeting**;
- (b) **Regular Council Meeting for Public Hearings**;
- (c) **Regular (Closed) Council Meeting**, and

prior to any **Special Council Meeting**, the **City Clerk** must prepare an agenda of all items to be considered by **council** at such meetings, and **council** must proceed in the order set out, unless that order is varied by **council**.

3.2 Submission of Reports for Council and Committee Agendas

3.2.1 All reports, including those submitted by a **member**, for the agenda of:

- (a) a **Regular Council Meeting**;
- (b) a **Regular Council Meeting for Public Hearings**;

(c) a **Regular (Closed) Council Meeting**; or

(d) a **Standing Committee** or **Select Committee meeting**,

must be provided to the **City Clerk** by 5:00 p.m. on the Wednesday in the week preceding such meeting, except that when a holiday falls on the intervening Friday, such reports must be delivered by 5:00 p.m. on the Tuesday in the week preceding such meeting.

3.2.2 Notwithstanding the requirements of subsection 3.2.1, the **City Clerk** has the discretion, where practical, to include on a **council** agenda, a report which is not provided by the time and date specified.

3.2.3 All reports for the agenda of a **Special Council Meeting** must be provided to the **City Clerk** as soon as possible prior to such **Special Council Meeting**.

3.3 Availability of Council Meeting Agendas

3.3.1 The agenda of **council** meetings must be made available to the public as follows:

(a) **Regular Council Meetings** – on the Friday of the week preceding each such meeting;

(b) **Regular Council Meeting for Public Hearings** – on the Friday of the week preceding each such meeting; and

(c) **Special Council Meetings** – as soon as practical at the discretion of the **City Clerk**.

3.4 Regular Council Meeting Agenda Additions and Deletions

3.4.1 **Council** may, at a **Regular Council Meeting**, immediately after the adoption of the minutes of the previous such meeting:

(a) add additional items to the agenda of that meeting, provided such items have been referred to that meeting by **council** at a preceding **Special Council Meeting** or **Regular (Closed) Council Meeting**; and

(b) delete any items from the agenda of that meeting, and may refer such items to staff, to a **standing committee**, to a **select committee**, to a committee of the whole, or to a future **council** meeting,

provided a **resolution** to add the additional item or delete the item, whichever is the case, is adopted.

- 3.4.2 Where a request is made by a **member** or the **City Clerk** to add additional items to the agenda of a **Regular Council Meeting** which have not been referred to that meeting in accordance with subsection 3.4.1, any **member** may call for a Notice of Motion to Defer when such additional items are proposed, and before the question is called on the motion to add such items to the agenda, whereupon the **City Clerk** must place the items in question on the agenda of the next **Regular Council Meeting**.
- 3.4.3 For clarity, a **resolution** is not required at the time a **member** serves a Notice of Motion to Defer under the provisions of subsection 3.4.2.
- 3.4.4 The calling for a Notice of Motion to Defer specified in subsection 3.4.2 does not apply if an item to be added to the agenda is a referral to a **standing committee**, a **select committee**, or to staff.
- 3.4.5 Subject to section 13.3, any items added to the agenda of a **Regular Council Meeting** in accordance with clause (a) of subsection 3.4.1 are delegable, and any items deleted from the agenda of a **Regular Council Meeting** in accordance with clause (b) of subsection 3.4.1, are not delegable.

3.5 Special Council Meeting Agenda Additions and Deletions

- 3.5.1 At a **Special Council Meeting** called in accordance with the provisions of the *Local Government Act*, **council** may:
- (a) only deal with those items included in the notice advising **council** of such meeting; and
 - (b) delete any items from the agenda of that meeting, and may refer such items to staff, to a **standing committee**, to a **select committee**, to a committee of the whole, or to a future **council** meeting, provided a **resolution** to delete the item is adopted.
- 3.5.2 The provisions of clause (a) of subsection 3.5.1 do not apply where **council** has waived the **Special Council Meeting** notice requirements, by unanimous consent of all **members**, as provided for in the *Local Government Act*.

PART FOUR: OPENING OF COUNCIL MEETING PROCEEDINGS

4.1 Duties of the Mayor and Acting Mayor

- 4.1.1 As soon after the time specified for a meeting as there is a quorum present, the **Mayor**, if present, must take the Chair and call the **council** meeting to order, however, where the **Mayor** is absent, the Acting Mayor must take the Chair and call such meeting to order.

4.2 Duties of the City Clerk

- 4.2.1 Where neither the **Mayor** nor the Acting Mayor are present 15 minutes after the time specified for a **council** meeting, the **City Clerk** must call the **members** to order, and if a quorum is present, the **members** must choose a **member** to chair the **council** meeting until the arrival of the **Mayor** or Acting Mayor.
- 4.2.2 If a quorum is not present 15 minutes after the time specified for a **council** meeting, the **City Clerk** must record the names of the **members** present and that **council** meeting is deemed to have been cancelled.

PART FIVE: MINUTES OF COUNCIL AND STANDING COMMITTEES

5.1 Open Meeting Minutes

- 5.1.1 Not less than 48 hours before each **Regular Council Meeting** the **City Clerk** must provide to each **member**, a copy of the minutes of:
- (a) the last **Regular Council Meeting**;
 - (b) the last **Regular Council Meeting for Public Hearings**, if any; and
 - (c) any **standing committee** meetings and **select committee** meetings,
- for their adoption in the case of (a) and (b), and their receipt for information in the case of (c), provided such meetings have been held more than five days prior to such **Regular Council Meeting**.

5.2 Closed Meeting Minutes

- 5.2.1 Not less than 48 hours before each **Regular (Closed) Council Meeting** the **City Clerk** must provide to each **member**, a copy of the minutes of:
- (a) the last **Regular (Closed) Council Meeting**; and
 - (b) any closed **standing committee** meetings,
- for their adoption in the case of (a) and their receipt for information in the case of (b), provided such meetings have been held more than five days prior to such **Regular (Closed) Council Meeting**.

PART SIX: RULES OF CONDUCT IN COUNCIL MEETINGS

6.1 Member Obligations

- 6.1.1 Every **member** must, while in a **council** meeting:

- (a) address the **Mayor** as "Mr. Mayor", or as "Madam Mayor", whichever is the case, or as "Your Worship", and must refer to other **members** as "Councillor"; and
- (b) abide by the ruling of the **Mayor** on **Points of Order** and the interpretation of this bylaw, subject to the right of appeal of such ruling, under the provisions of the *Local Government Act*.

6.2 Member Prohibitions

6.2.1 While in a **council** meeting, a **member** must not:

- (a) speak disrespectfully of any person;
- (b) use words which, in the opinion of the **Mayor**, are offensive; or
- (c) disturb or interrupt the **member** who is speaking except to raise a **Point of Order**.

6.3 Authority of the Chair Regarding Conduct of Members

6.3.1 Where, in the opinion of the **Mayor**, a **member** contravenes the provisions of either subsections 6.1.1 or 6.2.1, the **Mayor** may ask that **member** to withdraw the offensive remarks or cease the offensive behaviour, and may, if the circumstances so warrant, order the **member** to leave the Council Chambers.

6.3.2 If the **member** refuses to leave, the **Mayor** may order the removal of the **member** for the remainder of that meeting, and may then declare a recess. If the offending **member** apologizes, **council** may permit the **member** to resume his or her seat.

PART SEVEN: RULES OF DEBATE IN COUNCIL MEETINGS

7.1 Member Prohibitions

7.1.1 A **member** must not:

- (a) speak other than to the motion on the floor;
- (b) speak to the motion on the floor, after a question has been called by the **Mayor**, other than to request severability in accordance with the provisions of section 9.2;
- (c) move a further motion until after the result of the vote has been declared;
- (d) speak more than once to the same motion, nor exceed a speaking time of five minutes, without the approval of **council**, except:

- (i) where requested through the **Mayor** to explain any part of the **member's** remarks which may have been misunderstood;
- (ii) to raise a **Point of Order**, a **Point of Information** or a **Point of Privilege**; or
- (iii) to close debate, provided such **member** was the mover of the motion under consideration,

and in such cases, that **member** is not permitted to introduce a new item, nor to speak for more than a further five minutes.

7.1.2 The ruling of the **Mayor** as to whether the question has been called in accordance with clause (b) of subsection 7.1.1 is final.

7.2 Procedure for Mayor to Speak to a Motion

7.2.1 **Council** may request the **Mayor** to leave the Chair if the **Mayor** wishes to speak to a motion, other than to give direction on a referral motion.

7.3 Points of Order, Points of Information and Points of Privilege

7.3.1 A **member** may, through the **Mayor**, raise a **Point of Order** on a motion to which a **member** is speaking, whereupon the **Mayor** must:

- (a) immediately suspend the debate, and
- (b) rule as to whether or not the **Point of Order** is valid.

7.3.2 A **member** may, through the **Mayor**, raise a **Point of Information** after a **member** has finished speaking on a motion, and the **Mayor** must, before any other **members** have spoken, provide:

- (a) the **member** who raised the **Point of Information** the opportunity to explain the nature of the information in question; and
- (b) the **member** against whom the **Point of Information** has been raised, the opportunity to respond,

in order to clarify the matter before debate resumes.

7.3.3 A **member** may, through the **Mayor**, raise a **Point of Privilege** after a **member** has finished speaking on a motion, and the **Mayor** must, before any other **members** have spoken, provide:

- (a) the **member** who raised the **Point of Privilege** the opportunity to explain the nature of the breach of privilege; and
- (b) if applicable, a **member** against whom the **Point of Privilege** was raised, the opportunity to respond,

in order that the remarks in question may, if applicable, be withdrawn or clarified before debate resumes.

7.4 Authority of the Chair Regarding Rules of Debate

- 7.4.1 Where, in the opinion of the **Mayor**, a **member** contravenes the provisions of subsection 7.1.1, the **Mayor** may ask that **member** to immediately comply with the rules of debate of which the **member** is in contravention, and if the **member** refuses to comply, the **Mayor** may order the **member** to leave the Council Chambers.
- 7.4.2 If the **member** refuses to leave the Council Chambers, the **Mayor** may order the removal of the **member** for the remainder of that meeting, and may then declare a recess. If the offending **member** apologizes, **council** may permit the **member** to resume his or her seat.
- 7.4.3 Where the **Mayor** is of the opinion that a motion or proceeding is out of order; the **Mayor** must advise the **members** accordingly without calling the question, and must cite the procedural basis for such ruling.

7.5 Appeal of a Decision of the Chair

- 7.5.1 In accordance with the provisions of the *Local Government Act*, a **member** who is dissatisfied with a decision of the **Mayor** has the right to appeal such decision by asking for a vote on whether or not the Chair is to be sustained.
- 7.5.2 Where **council** has voted not to sustain the Chair, the decision of the **Mayor** which was the subject of the appeal is negated, and the business of **council** must proceed as if such decision had never been made.
- 7.5.3 For clarity:
- (a) the **Mayor** is not required to vacate the Chair where **council** votes not to sustain the Chair; and
 - (b) in accordance with the provisions of the *Local Government Act* an appeal of a decision by the **Mayor** is not debateable.

PART EIGHT: MOTIONS

8.1 Proposing and Withdrawing of Motions

- 8.1.1 When a proposition has been moved by a **member** and seconded by another **member**, it is then a motion on the floor, is deemed to be in the possession of **council**, and such motion:
- (a) must be recorded in the minutes; and
 - (b) may only be withdrawn by the mover and seconder of the motion, with the consent of all the **members** present.

- 8.1.2 A **member** may request the motion which is on the floor to be read for information at any time during the debate, but may not interrupt a **member** who is speaking.

8.2 Order of Precedence of Motions

- 8.2.1 When a motion is on the floor and before the question has been called, only the following motions are permitted, in the following precedence:
- (a) a motion to refer in accordance with section 8.3;
 - (a) a motion to table in accordance with section 8.4;
 - (c) a motion to amend in accordance with section 8.5.
- 8.2.2 The provisions of subsection 8.2.1 regarding motions which are permitted and their order of precedence do not apply where:
- (a) specifically precluded by another provision of this bylaw; or
 - (b) alternate provisions are specified in another bylaw which govern the matter before **council**.
- 8.2.3 After determining that all **members** wishing to speak on a motion have done so the **Mayor** must call the question on the motion.

8.3 Referral Motions

- 8.3.1 A **member** may propose a motion to refer either:
- (a) a matter which is on the agenda of a **council** meeting but on which a motion has not yet been made; or
 - (b) a motion which is on the floor.
- 8.3.2 Upon a motion to refer being seconded, such motion:
- (a) is debatable, but only as to the merits of referral;
 - (b) may not be tabled or amended; and
 - (c) applies to a sub-amendment, an amendment, or an original motion, as determined by the mover of such motion to refer.
- 8.3.3 Where a referral motion has been adopted, which refers an original motion which has been amended or sub-amended, the referral applies to the original motion as amended.
- 8.3.4 Before the question is called on a referral motion any **member** may give direction on such motion on matters which the **member** feels should be investigated further before the matter is presented to **council** again.

8.4 Tabling Motions

- 8.4.1 A **member** may propose a motion to table a motion which is on the floor either:
- (a) to a later time during the same meeting and in such motion must specify when in the order of business, or after which circumstances, the tabled motion will be dealt with; or
 - (b) to another meeting and in such motion may specify:
 - (i) the date of the meeting at which the tabled motion is to be considered; or
 - (ii) any conditions which must be fulfilled in order for the tabled motion to be considered further,
- or both.

- 8.4.2 Where a tabling motion has been proposed in accordance with:
- (a) clause (a) of subsection 8.4.1, such tabling motion is not debatable, and the **Mayor** must immediately call the question on such motion;
 - (b) clause (b) of subsection 8.4.1, such tabling motion is debatable, but only as to the merits of tabling.

- 8.4.3 Once any conditions which were imposed by a tabling motion have been fulfilled, a motion to lift the tabled motion from the table is in order.

- 8.4.4 Where a motion to lift from the table has been:
- (a) adopted, the original motion is on the floor without the need of a further mover and seconder;
 - (b) defeated, the tabled motion remains tabled in accordance with any conditions imposed at the time of tabling.

8.5 Amending Motions

- 8.5.1 A **member**, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions of section 8.6, that amendment must be disposed of before any subsequent amendments are proposed.
- 8.5.2 When an amendment to a motion has been moved and seconded, the **Mayor** must, if requested by a **member**, state the original motion and the amendment, and must permit debate only on the amendment.
- 8.5.3 If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the **Mayor** must call the question on the original motion.

- 8.5.4 If an amendment is adopted and no further amendments are proposed, the **Mayor** must then call the question on the original motion, as amended.

8.6 Sub-Amendments

- 8.6.1 A **member** may propose a sub-amendment to an amendment, and the provisions of section 8.5 apply, so far as applicable to sub-amendments.
- 8.6.2 A **member** may not propose a sub-amendment to a sub-amendment.
- 8.6.3 The **Mayor** must call the question on a motion which has been amended, in the following order:
- (a) a sub-amendment, if any;
 - (b) an amendment to the original motion;
 - (c) the original motion.

8.7 Scope of Amendments and Sub-Amendments

- 8.7.1 The amendments permitted by section 8.5 and the sub-amendments permitted by section 8.6 may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitutions do not, in the opinion of the **Mayor**, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:
- (a) negated, or
 - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

PART NINE: VOTING ON A MOTION

9.1 Method of Voting

- 9.1.1 Whenever a vote of **council** is taken, each **member** present must vote on the motion by either:
- (a) raising his or her hand; or
 - (b) by pushing the appropriate button on any automated voting system being used at such meeting,

after which the **Mayor** must declare the result and name those **members** voting in the negative, which the **City Clerk** must record in the minutes.

9.1.2 A vote must not be taken in any meetings of **council**, a committee of the whole, or any **standing committee** or **select committee**, by ballot or by any other method of secret voting.

9.1.3 After **council** has voted on any motion, such motion must not be voted on again at that same meeting.

9.2 Severability of Motions

9.2.1 If requested by any **member**, the question on a motion which comprises several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.

9.2.2 Where a motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the **Mayor**, it is not possible to separate such motion into clearly identified components, the question must be called on the entire motion.

9.2.3 The provisions of subsection 9.2.1 regarding the severability of a motion for the purposes of voting apply whether or not such motion has been the subject of amendments or sub-amendments.

9.2.4 A **member** voting either in favour or against a motion is deemed to have voted in favour or in opposition to the entire motion where either:

- (a) a request has not been made by such **member** to call the question separately on any parts, sections or clauses; or
- (b) a request has been made by such member in accordance with subsection 9.2.1, but such request has been rejected by the **Mayor** in accordance with subsection 9.2.2.

9.3 Requirement for a Unanimous Vote

9.3.1 Where a unanimous vote of **council**:

- (a) is required under the provisions of the *Local Government Act*, or this bylaw, or
- (b) is requested by a **member**, through the **Mayor**, to be so recorded in the minutes,

such unanimous vote requires all **members** to be present at the vote and to vote on the prevailing side.

PART TEN: RESCINDING A RESOLUTION

10.1 Serving a Notice of Motion to Rescind

10.1.1 A **resolution** adopted at either a **Regular Council Meeting**, a **Regular Council Meeting for Public Hearings**, or a **Special Council Meeting** from which the public has not been excluded, may be rescinded at the next **Regular Council Meeting** or at a **Special Council Meeting** called for that purpose, provided:

- (a) **council** has given due consideration to any actions taken by an officer, employee, or agent of the **City** on the basis of such **resolution**; and
- (b) a Notice of Motion to Rescind such **resolution** has been served:
 - (i) either at the meeting at which the **resolution** was adopted, or
 - (ii) in writing to the **City Clerk** in accordance with the requirement for reports specified in section 3.2,

by a **member** who voted with the prevailing side on such resolution.

10.1.2 A Notice of Motion to Rescind which does not comply with the requirements of clause (b) of subsection 10.1.1, may be served under "New Business" at the first **Regular Council Meeting** after the meeting at which the **resolution** to be considered for rescission was adopted.

10.1.3 Where a Notice of Motion to Rescind has been served in accordance with subsection 10.1.2, the **resolution** in question must be considered for rescission at the next **Regular Council Meeting** or at a **Special Council Meeting** called for that purpose.

10.1.4 Where a Notice of Motion to Rescind is to be considered for rescission at a **Special Council Meeting**, the time and date chosen for such meeting must be convenient for the mover of such motion.

10.2 Obligations of Server of Notice of Motion to Rescind

10.2.1 At the meeting at which the rescission is to be considered, the **member** who served the Notice of Motion to Rescind must move the motion to rescind and upon such motion being seconded, the **member** must provide reasons for serving such Notice of Motion to Rescind.

10.2.2 Where the **member** who served the Notice of Motion to Rescind:

- (a) is not present, or
- (b) does not move the motion to rescind, or
- (c) declines to provide reasons as specified in subsection 10.2.1,

349

the Notice of Motion to Rescind is deemed to have been withdrawn.

10.3 Restrictions on Motions to Rescind

10.3.1 The motion to rescind a **resolution** in accordance with this Part:

- (a) is debatable;
- (b) may only be referred or tabled, but not amended;
- (c) is not delegable; and
- (d) can be withdrawn:
 - (i) by the server prior to being seconded; or
 - (ii) upon being seconded, only with the consent of all the **members** present.

10.3.2 **Council** must not:

- (a) subject to the statutory powers of the **Mayor** specified in the *Local Government Act*, consider a motion to rescind a **resolution** under this Part more than once, or
- (b) introduce the same motion to rescind for a period of six months, except by a unanimous vote of **council**.

10.4 Application to Closed Meetings

10.4.1 The provisions of this Part also apply to a Notice of Motion to Rescind served in connection with a **resolution** adopted at a **Regular (Closed) Council Meeting** or at a **Special Council Meeting** from which the public has been excluded.

PART ELEVEN: RECONSIDERING A DEFEATED MOTION

11.1 Serving a Notice of Motion to Reconsider

11.1.1 A motion which has been defeated at either a **Regular Council Meeting**, a **Regular Council Meeting for Public Hearings**, or a **Special Council Meeting** from which the public has not been excluded, may be reconsidered at the next **Regular Council Meeting** or at a **Special Council Meeting** called for that purpose, provided a Notice of Motion to Reconsider has been served by a **member** who voted with the prevailing side on such motion:

- (a) either at the meeting at which the motion was defeated; or
- (b) in writing to the **City Clerk** in accordance with the requirement for reports specified in section 3.2.

11.1.2 A Notice of Motion to Reconsider which does not comply with the requirements of clauses (a) or (b) of subsection 11.1.1 may be served under "New Business" at the first **Regular Council Meeting** after the meeting at which such motion was defeated.

11.1.3 Where a Notice of Motion to Reconsider has been served in accordance with subsection 11.1.2, the motion in question must be presented for reconsideration at the next **Regular Council Meeting** or at a **Special Council Meeting** called for that purpose.

11.1.4 Where a Notice of Motion to Reconsider is to be considered at a **Special Council Meeting**, the time and date chosen for such meeting must be convenient for the mover of such motion.

11.2 Obligations of Server of Notice of Motion to Reconsider

11.2.1 At the meeting at which the defeated motion is to be reconsidered, the **member** who served the Notice of Motion to Reconsider must move a motion to reconsider the defeated motion, and upon such motion being seconded, the **member** must provide reasons for serving such Notice of Motion to Reconsider.

11.2.2 Where the **member** who served the Notice of Motion to Reconsider:

- (a) is not present, or
- (b) does not move the motion to reconsider, or
- (c) declines to provide reasons as specified in subsection 11.2.1,

the Notice of Motion to Reconsider the defeated motion is deemed to have been withdrawn.

11.3 Restrictions on Motions to Reconsider

11.3.1 A motion for **council** to reconsider a defeated motion in accordance with this Part:

- (a) is debatable, but only as to the merits of reconsideration;
- (b) may not be referred or amended;
- (c) may only be tabled under the provisions of clause (a) of subsection 8.4.1
- (d) is not delegable; and
- (e) can be withdrawn:
 - (i) by the server prior to being seconded; or

- (ii) upon being seconded, only with the consent of all the **members** present.

11.3.2 Where a **resolution** to reconsider a defeated motion has been adopted, the original motion is deemed to be on the floor without the need for a further mover and seconder, and **council** must dispose of such original motion, which:

- (a) is debatable;
- (b) may be referred, tabled, or amended;
- (c) is not delegable; and
- (d) may only be withdrawn with the consent of all **members** present.

11.3.3 **Council** must not:

- (a) subject to the statutory powers of the **Mayor** specified in the *Local Government Act*, reconsider any defeated motion under this Part more than once; or
- (b) introduce the same defeated motion for a period of six months, except by unanimous vote of **council**.

11.4 Application to Closed Meetings

11.4.1 The provisions of this Part also apply to a Notice of Motion to Reconsider served in connection with a **resolution** adopted at a **Regular (Closed) Council Meeting**, or at a **Special Council Meeting** from which the public has been excluded.

PART TWELVE: NEW BUSINESS

12.1 The items to be considered under New Business include, but are not limited to the following:

- (a) the serving of Notices of Motion in accordance with Parts 10 and 11, and
- (b) the referral of an item to a **standing committee**, a **select committee** or to staff.

PART THIRTEEN: DELEGATIONS TO COUNCIL

13.1 Delegations on Agenda Items

13.1.1 A person or organization wishing to address **council** as a delegation on an item which is on the agenda of a **Regular Council Meeting**, may be heard at that meeting, by **council** sitting as committee of the whole, under "Public Delegations on Agenda Items".

13.2 Delegations on Non-Agenda Items

- 13.2.1 A person or organization wishing to address **council** as a delegation on an item which is not on the agenda of a **Regular Council Meeting** may be heard at that meeting by **council** sitting as committee of the whole under "Public Delegations on Non-Agenda Items", provided a written request which includes a summary of the item which is the subject of the delegation and of the specific action which is being sought by the delegation is submitted to the **City Clerk** in accordance with the requirements for reports specified in section 3.2.

13.3 Non-Delegable Items

- 13.3.1 Notwithstanding the provisions of sections 13.1 and 13.2, delegations must not be heard at **Regular Council Meetings, Regular (Closed) Council Meetings, or Special Council Meetings** on the following:

- (a) Official Community Plan Bylaws or Zoning & Development Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
- (b)
 - (i) Development Permit or Development Variance Permit applications, other than at a Public Hearing to which such permit applications have been referred by **council**; and
 - (ii) General Compliance rulings on Development Permits,

as specified in the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw;

- (c) matters on which the **City** has commenced prosecution and on which judgement has not been rendered;
- (d) Business Licence Hearings conducted in accordance with Part 20 of the *Local Government Act*;
- (e) the promotion of commercial products or services which in the opinion of the **Mayor** have no connection to the business of the **City**; and
- (f) publicly tendered contracts or proposal calls for the provision of goods or services for the **City**, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by **council** or **City** staff.

- 13.3.2 The provisions of clause (a) of subsection 13.3.1 do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan Bylaw or Zoning & Development Bylaw, or amendments to such bylaws, whichever is the case.

13.4 Deferred Delegations

13.4.1 Notwithstanding the provisions of sections 13.1 and 13.2 **council** may determine whether or not a delegation is to be heard at a **Regular Council Meeting** where:

- (a) a **Special Council Meeting** has been called to deal with the matter which is the subject of the delegation request; or
- (b) an alternate public forum for the matter which is the subject of the delegation request has been established by **council** or by provincial statute to address the matter and such matter will be presented to **council** at a future date as a delegable item.

13.5 Delegations at Regular (Closed) Council Meetings

13.5.1 Delegations at a **Regular (Closed) Council Meeting**, or a **Special Council Meeting** from which the public has been excluded are only permitted where **council** authorizes such delegation to appear and are only permitted to address **council** on an item which:

- (a) complies with the closed meeting criteria specified in the *Local Government Act*; and
- (b) is not specifically excluded in clauses (a) to (f) inclusive of subsection 13.3.1.

13.6 Delegations at Special Council Meetings

13.6.1 Delegations on items referred to a **Special Council Meeting** from which the public has not been excluded must comply, so far as applicable, with the provisions of this Part.

13.7 Role of Member regarding Delegations

13.7.1 A **member** must not, when hearing a delegation in committee of the whole, enter into debate on the item which is the subject of the delegation, but may ask questions to obtain clarification or additional information and may move a referral motion in accordance with the provisions of section 8.3.

13.8 General Rules for Delegations

13.8.1 A delegation to **council** on any one or more items must not exceed a total speaking time of five minutes, excluding the time taken for questions posed by **members**, unless **council** authorizes additional speaking time.

13.8.2 The provisions of subsection 13.8.1 do not apply to delegations at a **Regular Council Meeting for Public Hearings**.

- 13.8.3 A delegation intending to use audio and audio-visual equipment or both, for the purposes of making a submission to **council**, must advise the **City Clerk** prior to the **council** meeting of the intent to use such equipment, on the understanding that the **City** will assist with, but not be responsible for, the provision of the necessary equipment.
- 13.8.4 A delegation to **council** must not speak disrespectfully of any person, and where, in the opinion of the **Mayor**, a delegation has done so, the **Mayor** may ask the delegation to withdraw the offensive remarks.
- 13.8.5 If the delegation refuses to withdraw remarks considered by the **Mayor** to be offensive, or refuses to abide by the rules for delegations, or the instructions of the **Mayor**, the **Mayor** may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area.
- 13.8.6 Where a delegation refuses to comply with such direction, the **Mayor** may order the expulsion and exclusion of the delegation from the meeting, as permitted in the *Local Government Act*.
- 13.8.7 If the offending delegation apologizes, **council** may permit the delegation to either continue their presentation or to remain in the public seating area whichever **council** considers appropriate in the circumstances.

PART FOURTEEN: DELEGATIONS TO STANDING AND SELECT COMMITTEES

14.1 Delegations on Agenda Items

- 14.1.1 A person or organization wishing to address a **standing committee** or a **select committee** as a delegation on an item which is on the agenda of a committee meeting may be heard at that meeting, either at the beginning of such meeting or when the item is dealt with by the committee, whichever the Chair decides.

14.2 Delegations on Non-Agenda Items

- 14.2.1 A person or organization wishing to address a **standing committee** or a **select committee** as a delegation on an item which is not on the agenda of that committee meeting must advise the committee chair of their request by 5:00 p.m. on the Wednesday of the week preceding the committee meeting at which they wish to appear.
- 14.2.2 Upon being advised of a delegation request in accordance with subsection 14.2.1, the chair of the **standing committee** or **select committee** in question may authorize the delegation to appear at the meeting requested or may refer the delegation to a subsequent meeting of the committee where the circumstances so warrant.
- 14.2.3 Notwithstanding the requirements of subsection 14.2.1, the committee chair may, where the circumstances so warrant, grant a delegation request which does not meet the deadline specified.

14.3 Non-Delegable Items

14.3.1 Notwithstanding the provisions of sections 14.1 and 14.2, delegations must not be heard at **standing committee** or **select committee** meetings on the following:

- (a) Official Community Plan Bylaws, or Zoning & Development Bylaws, including amendments to such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
- (b)
 - (i) Development Permit or Development Variance Permit applications; and
 - (ii) General Compliance rulings on Development Permits,as specified in the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw;
- (c) Matters on which the **City** has commenced prosecution, and on which judgement has not been rendered;
- (d) Business Licence Hearings conducted in accordance with Part 20 of the *Local Government Act*
- (e) the promotion of commercial products or services which in the opinion of the Chair have no connection to the business of the **City**; or
- (f) publicly tendered contracts or proposal calls for the provision of goods or services for the **City**, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by **Council** or **City** staff.

14.3.2 The provisions of clause (a) of subsection 14.3.1 do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan Bylaw or Zoning & Development Bylaw, or amendments to such bylaws, whichever is the case.

14.4 Deferred Delegations

14.4.1 Notwithstanding the provisions of sections 14.1 and 14.2 a **standing committee** or a **select committee** may determine whether or not a delegation is to be heard at a meeting of such **standing committee** or **select committee** where:

- (a) a **Special Council Meeting** has been called to deal with the matter which was the subject of the delegation request; or
- (b) an alternate public forum for the matter which was the subject of the delegation request has been established by **council**; or by provincial statute, to address the matter, and such matter will be presented to **council** at a future date as a delegable item,

and may determine that it would be more appropriate for such delegation to be heard by **council**.

14.5 General Delegation Rules for Standing Committees

- 14.5.1 A delegation to a **standing committee** or a **select committee** must not speak disrespectfully of any person, and where, in the opinion of the Chair, a delegation has done so the chair may ask the delegation to withdraw the offending remarks.
- 14.5.2 If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the ruling of the Chair, the Chair may deem the presentation concluded and direct the delegation to return to the public seating area.
- 14.5.3 If the offending delegation apologizes, Committee may permit the delegation to continue their presentation or to remain in the public seating area, whichever commit considers appropriate in the circumstances.

PART FIFTEEN: BYLAWS AND BYLAW READINGS

15.1 Bylaw Procedures

15.1.1 Every proposed bylaw:

- (a) must be in written form when it is considered by **council** and a copy must be provided to each **member**;
- (b) on which a Public Hearing is required must, upon being given first reading, be submitted to the next **Regular Council meeting for Public Hearings** for which all statutory notification and advertising requirements can be satisfied, unless **council** directs otherwise; and
- (c) may be introduced and given first, second and third readings in one motion, unless a **member** requests such readings be considered separately.

15.1.2 The provisions of clause (c) of subsection 15.1.1 do not apply to a bylaw on which a Public Hearing is required.

15.1.3 Any number of bylaws may be combined for the purposes of:

- (a) introduction or readings, or both; or
 - (b) adoption,
- in one motion.

- 15.1.4 Any or all of the readings of a bylaw are deemed to have been given, and a bylaw is deemed to have been adopted when a motion is adopted in which the citation of the bylaw is read for such purposes.

15.2 Bylaw Amendments

- 15.2.1 A **member** may only propose an amendment to a bylaw when such bylaw is on the floor for either first, second or third readings, but may not do so, subject to subsection 15.2.2, when such bylaw is on the floor for adoption.
- 15.2.2 In order to proceed with an amendment to a bylaw which has received first, second and third readings but which has not yet been adopted, the rescission of the third reading of such bylaw is required.
- 15.2.3 An amendment to a motion, the purpose of which is to give one or more readings to a bylaw:
- (a) is governed by the provisions of section 8.8; and
 - (b) is limited the content of the bylaw.

PART SIXTEEN: COMMITTEE OF THE WHOLE

16.1 Quorum and Chair

- 16.1.1 The **Mayor** must preside in a meeting of a committee of the whole unless another **member** is appointed to chair the meeting.
- 16.1.2 A quorum of a committee of the whole is five **members**.

16.2 General Provisions

- 16.2.1 During any **Regular Council Meeting, Regular (closed) Council Meeting, or Special Council Meeting**, **council** may resolve into a committee of the whole to consider items in more detail.
- 16.2.2 Where **council** has resolved into a committee of the whole in accordance with subsection 16.2.1, the item which was considered by the committee of the whole must be considered immediately on resumption of the **council** meeting.

16.3 Advance Notice of Committee of the Whole Meetings

- 16.3.1 The **City Clerk** must, upon being advised of any annual committee of the whole meeting schedule by the **Mayor**:
- (a) provide such schedule to each **member**;
 - (b) make such schedule generally available to the public; and

- (c) post and maintain such schedule in a conspicuous place in the Richmond City Hall for public viewing.

16.4 Procedural Variances with Council Meetings

16.4.1 The rules of **council** procedure must be observed in a meeting of a committee of the whole so far as applicable, except that:

- (a) a motion that the Chair vacate the Chair is always in order, and takes precedence over any other motion;
- (b) the number of times a **member** may speak on any motion is not limited; however, no **member** is permitted to speak for longer than a total time of ten minutes on any motion;
- (c) the Chair must be addressed as "Mr. Chair" or as "Madam Chair", as the case may be, and the Chair may move or second a motion, and may speak to such motion without vacating the Chair to do so;
- (d) when an item which was considered by a committee of the whole has been concluded, the committee of the whole must not consider a motion to adjourn or conclude, but instead must consider a motion to either:
 - (i) rise and report to the next meeting of **council**, or
 - (ii) rise and report.

16.5 Ratification by Council

16.5.1 All **resolutions** adopted by a committee of the whole must be presented to **council** for ratification, except for the following:

- (a) **resolutions** which are procedural in nature;
- (b) **resolutions** resulting from a delegation, which were referred to a **standing committee**, a **select committee**, or to staff;
- (c) **resolutions** which are amendments or sub-amendments to a main motion which is itself being presented to **council** in an amended form; or
- (d) **resolutions** referring items to staff.

16.5.2 Motions which are defeated by a committee of the whole need not be presented to **council** where **resolutions** on that item are being presented to **council** in accordance with subsection 16.5.1.

16.5.3 Where no such **resolutions** under subsection 16.5.2 have been adopted, the **City Clerk** must ensure that the item which was the subject of the defeated motion is:

- (a) listed on the agenda of the **council** meeting at which such item is to be considered; or

- (b) brought forward for consideration by **council** in the case of the defeat of a **motion** which resulted from a delegation to **council** sitting as committee of the whole,

with a notation that the item is presented to **council** without a recommendation from committee of the whole.

PART SEVENTEEN: STANDING COMMITTEES OF COUNCIL

17.1 Duties of the Mayor

- 17.1.1 Upon the establishment of any **standing committees** by the **Mayor**, the **Mayor** may appoint chairs and vice chairs of those **standing committees**.

17.2 Quorum and Membership

- 17.2.1 A quorum of a **standing committee** is three **members** regardless of the total number of **members** of which such committee is comprised, one of whom may be the **Mayor**.
- 17.2.2 Where a quorum is not present fifteen minutes after the time established for a **standing committee** meeting, such meeting is deemed to have been cancelled.
- 17.2.3 The **Mayor** is an ex-officio and voting **member** of all **standing committees**, and in the absence of the **Mayor**, the Acting Mayor has the same ex-officio voting privilege at **standing committee** meetings, except where the **member** is already a **member** of that committee.
- 17.2.4 **Members** may attend the meetings of a **standing committee** of which they are not a **member** and:
 - (a) may speak to a motion upon being recognized by the committee chair, but
 - (b) must not vote on any motion.

17.3 Mandate of Standing Committees

- 17.3.1 In addition to addressing those matters which the **Mayor** considers should be regulated and managed by a **standing committee**, the mandate of each **standing committee** includes the following:
 - (a) to report to **council** from time to time, as often as the interests of the **City** require, on all items within it's mandate and to recommend such action by **council** as may be deemed necessary and expedient; and
 - (b) to consider and report upon all items referred to such committee by **council**; and

- (c) to carry out any duties delegated by bylaw.

17.3.2 Any item referred to a **standing committee** must not be determined by **council** until the committee has reported on it, unless the committee fails to report within the time set in the referral motion or, if no time is set, within a time considered by **council** to be reasonable.

17.4 Duties of Standing Committee Chairs

17.4.1 The chair of each **standing committee** must, in consultation with the other **members** of that **standing committee** and the **City Clerk**:

- (a) establish an annual meeting schedule for the **standing committee** of which they are Chair; and
- (b) may call additional meetings, or cancel a meeting, where circumstances so require.

17.5 Advance Notice of Standing Committee Meetings

17.5.1 The **City Clerk** must, upon being advised of the annual **standing committee** meeting schedule, by each **standing committee** chair:

- (a) provide such schedules to each **member** of each **standing committee**;
- (b) make such schedules available to the public; and
- (c) post such schedules on a notice board in the Richmond City Hall for public viewing.

17.5.2 Where revisions are necessary to the schedule referred to in subsection 17.5.1, the **City Clerk** must, as soon as possible, post a notice on a notice board in the Richmond City Hall to advise the public of:

- (a) any revisions to the date, time, and place of **standing committee** meetings;
- (b) any **standing committee** meetings which have been cancelled by the chair in accordance with clause (b) of subsection 17.4.1; and
- (c) any additional **standing committee** meetings which have been called by the chair in accordance with clause (b) of subsection 17.4.1.

17.6 Procedural Variances with Council Meetings

17.6.1 The rules of **council** procedure must be observed during **standing committee** meetings, so far as possible, except that:

- (a) the number of speeches by a **member** on any motion is not limited, but no **member** can speak for a longer total time than 10 minutes on any motion; and
- (b) the Chair must be addressed as "Mr. Chair" or as "Madam Chair", as the case may be.

17.7 Presentation of Standing Committee Resolutions to Council

- 17.7.1 The provisions of section 16.5 regarding the presentation of Committee of the Whole recommendations to **council** apply to the presentation of **standing committee** recommendations to **council**.

PART EIGHTEEN: SELECT COMMITTEES OF COUNCIL

18.1 General Provisions

- 18.1.1 Upon the establishment of any **select committee** by **council**, **council** may appoint the members, including a chair and a vice chair of those **select committees**.
- 18.1.2 The provisions of sections 17.2 to 17.7 inclusive of Part Seventeen regarding **standing committees** apply, so far as applicable, to **select committees**.

PART NINETEEN: PUBLIC ANNOUNCEMENTS AND EVENTS

- 19.1 A **member** wishing to advise **council** of a significant community event which has recently taken place, or which is imminent, in which the **member** was involved or of which the public should be aware, may do so at a **council** meeting under "Public Announcements and Events".
- 19.2 An announcement or event raised by a **member** under section 19.1 must not be the subject of any motions or debate and the **Mayor** must determine whether or not the item should be addressed formally by **council** under "New Business" in accordance with Part 13.
- 19.3 A **member** advising **council** of one or more announcements or events in accordance with section 19.1 must not exceed the total speaking time permitted for debate under clause (d) of subsection 7.1.1.

PART TWENTY: MISCELLANEOUS PROVISIONS

- 20.1 Any procedural matters not provided for in this bylaw must be decided in accordance with the rules of Parliamentary procedure of the Canadian House of Commons, provided there is no inconsistency with the *Local Government Act*.

- 20.2 If any section, subsection, or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 20.3 Any provision of this bylaw, except those governed by the *Local Government Act*, may be waived by a simple majority of the **members** present.

PART TWENTY-ONE: INTERPRETATION

- 21.1 In this bylaw, unless the context otherwise requires:

CITY	means the City of Richmond.
CITY CLERK	means the Local Government Officer assigned responsibility for corporate administration under Section 198 of the <i>Local Government Act</i> .
COUNCIL	means the council of the City of Richmond.
MAYOR	means the Mayor of the City , or in his absence, the Acting Mayor, or in the absence of both, the member appointed to chair the council meeting.
MEMBER	means an elected member of the council , and for the purposes of Parts Seventeen and Eighteen only, includes other persons appointed to a standing committee or a select committee .
POINT OF INFORMATION	means a claim by a member that factually incorrect information which is germane to the issue on the floor has been provided to council or committee, whichever is applicable, by another member .
POINT OF ORDER	means a claim by a member that a breach of the rules of procedure established by this bylaw or the <i>Local Government Act</i> has taken place.
POINT OF PRIVILEGE	means a claim by a member that either derogatory or offensive remarks have been made against council as a whole or against a member personally by another member .
REGULAR COUNCIL MEETING	means a meeting of council authorized by Section 222.1 of the <i>Local Government Act</i> and governed by section 1.1 of this bylaw.

**REGULAR COUNCIL MEETING
FOR PUBLIC HEARINGS**

means a meeting of **council** governed by section 1.2 of this bylaw for the purpose of holding Public Hearings on Official Community Plan bylaws, Zoning and Development bylaws and other land use applications.

**REGULAR (Closed) COUNCIL
MEETING**

means a meeting of **council** authorized by Section 242.2 of the *Local Government Act* and governed under section 1.3 of this bylaw, from which the public has been excluded.

RESOLUTION

means a **motion** which has been adopted in the affirmative by the majority of the **members** necessary.

SELECT COMMITTEE

means a committee appointed by **council** in accordance with the provisions of Section 238 of the *Local Government Act*.

SPECIAL COUNCIL MEETING

means a meeting of **council** authorized by Section 222.1 of the *Local Government Act*, and includes both an open meeting and a meeting from which the public has been excluded.

STANDING COMMITTEE

means a committee established by the **Mayor** in accordance with the provisions of Section 239 of the *Local Government Act*.

PART TWENTY-TWO: PREVIOUS BYLAW REPEAL

22.1 Council Procedure Bylaw No. 7070, adopted on January 24th, 2000 is repealed.

PART TWENTY-THREE: CITATION

23.1 This bylaw is cited as "Council Procedure Bylaw No. 7560".

FIRST READING

AUG 25 2003

SECOND READING

AUG 25 2003

THIRD READING

AUG 25 2003

ADOPTED

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

MAYOR_____
CITY CLERK