



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 29, 2018

From: David Weber
Director, City Clerk's Office

File: 12-8060-20-009832

Re: Housekeeping Amendments to the Council Procedure Bylaw

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 9832, which introduces various housekeeping amendments relating to the change in date of the general local elections from the month of November to October, be introduced and given first, second, and third readings.

David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS
APPROVED BY CAO 	

Staff Report

Origin

In accordance with Provincial legislation, the upcoming 2018 General Local and School Election, as well as future general local elections, will be held on the third Saturday in October. Previously, general local elections were held on the third Saturday in November. Additionally, a consequential amendment to the Community Charter requires that the Inaugural Meeting of a new Council be held within the first ten days of November following a general local election. As a result of these legislative amendments, various references in the Council Procedure Bylaw relating to the timing of the Inaugural Meeting must be updated accordingly.

Analysis

The following amendments to the Council Procedure Bylaw are recommended in order to remain compliant with Provincial legislation:

- Section 1.1.2 references the Inaugural Meeting being scheduled on the first Monday in December following a General Local Election. The proposed amendment would set the date of the Inaugural Meeting as the first Monday in November following a General Local Election.
- Section 1.3.2 references a schedule change for Regular (Closed) Meetings in December following a General Local Election. This provision is no longer required.
- Section 2.1.1(b) requires that the annual Council Meeting schedule be provided as soon as possible following the Inaugural Meeting and following the first Regular Council Meeting in December in non-election years. This section is proposed to be updated to reference the first Regular Council Meeting in November in non-election years.
- Section 4.2.1 and 4.2.2 describes the timing and procedure for the appointment of Acting Mayors as occurring at the first meeting in the month of December. The wording of these sections are clarified and updated to refer to the first meeting in the month of November.

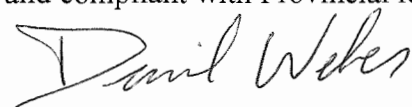
Prior to final adoption of a Council Procedure Bylaw or amendment, the City is required to provide notice to the public by way of statutory advertising.

Financial Impact

None.

Conclusion

Amending the Council Procedure Bylaw as recommended will keep the City's Bylaw current and compliant with Provincial legislation in relation to the timing of the Inaugural Meeting.



David Weber
Director, City Clerk's Office

Att. 1: Council Procedure Bylaw No. 7560, Amendment Bylaw No. 9832



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 9832

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 1.1.2 by deleting Section 1.1.2 and replacing it with the following:

“1.1.2 In addition to the **Regular Council Meetings** held in accordance with Section 1.1.1, in the month following a General Local Election, a **Regular Council Meeting** must be held on the first Monday of that month as the Inaugural Meeting of the new **Council** for the purpose of conducting the swearing-in ceremony of the new **Council** and other business.”
2. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 1.3.2 by deleting Section 1.3.2 and replacing it with the following text:

“1.3.2 [Deleted]”
3. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 2.1.1(b) by deleting section 2.1.1(b) and replacing it with the following:

“(b) the first **Regular Council Meeting** in November of each year which is not an election year,”
4. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 4.2.1 and 4.2.2 by deleting Sections 4.2.1 and 4.2.2 and replacing them with the following text:

“4.2.1 A rotation of Acting Mayors must be appointed by **council** on a recommendation from the **Mayor**, for the subsequent year, at the first **Regular Council Meeting** in November 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 as Acting Mayor in accordance with subsection 4.2.1 for the following period of time must be the Acting Mayor for the current period, and if that designated Acting Mayor is also absent or otherwise unable to act, then the next and subsequent Acting Mayor(s) are to be determined by proceeding in order through the rotation list of Acting Mayors designated in accordance with subsection 4.2.1.”
5. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 9832**”.

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>DW</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER