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**Richmond Heritage Commission Bylaw No. 7906  
Amendment Bylaw 10104**

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

1. Richmond Heritage Commission Bylaw No. 7906 is amended by:

a) Deleting Section 5.2 and replacing it with the following:

“5.2 Each year, the **Commission** must:

(a) Present an annual report to **Council**, setting out its activities and accomplishment for the previous year, and include any financial statements which **Council** requires; and

(b) Present to **Council** for its approval, a work plan and budget for the year.”; and

b) Deleting the definition of “Commission” in Section 6.1 and replace it with the following:

“**Commission** means the Richmond Heritage Commission designated as a community heritage commission under section 597 of the *Local Government Act*.”;

c) Deleting the definition of “Community Heritage Commission” in Section 6.1 and replace it with the following:

“**Community Heritage Commission** means the Richmond Heritage Commission established under section 143 of the *Community Charter*.”;

d) Adding the following as new Part Six and renumbering the remaining Parts accordingly:

**“Part Six: Code of Conduct**

6.1 A conflict of interest exists if a **Commission** member is a director, member or employee of an organization seeking to benefit from the **City** or if the **Commission** member has a direct or indirect pecuniary (financial) interest in the outcome of **Commission** deliberations.

6.2 **Commission** members who have a conflict of interest with a topic being discussed shall declare that they have a conflict of interest, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting on motions related to that topic.

- 6.3 **Commission** members are not permitted to directly or indirectly benefit from their participation on the **Commission** during their tenure and for a period of twelve (12) months following the completion of their term(s).
- 6.4 **Commission** members are expected to act in accordance with the **City's** Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- 6.5 **Commission** members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, and provide feedback in keeping with the **Commission** role and duties.
- 6.6 **Commission** members may not represent themselves as having any authority beyond that delegated in this Bylaw as approved by **Council**.
- 6.7 Items will be presented to the **Commission** if referred by **Council** or **City** staff and the standard process of communication is through **City** staff to **Council**. **Commission** members may communicate directly to **Council** or the media, if the **Commission** members identify themselves as an individual, and not as representatives of the **Commission**.
- 6.8 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.
- 6.9 Should a **Commission** member violate the Code of Conduct provisions in this Part 6 or act outside the Bylaw, the member may be removed from the **Commission**."

2. This Bylaw may be cited as "**Richmond Heritage Commission Bylaw No. 7906, Amendment Bylaw 10104**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 09 2019

DEC 09 2019

DEC 09 2019



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MAYOR

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CORPORATE OFFICER