

Proposed Changes to Procedure By-law

Section (or new)	Current Rule	Amended or New Rule	Reason
Article 1 - Definitions			
1.1	" Acting Mayor " means the Regional and Local Councillor other than the Deputy Mayor.	" Acting Mayor " means the Regional and Local Councillor who received the second highest number of votes, as certified by the Clerk for that office, in the last election, or any other Member appointed Acting Mayor by Council pursuant to section 4.3 of these Rules of Procedure.	Clarify definition
1.1	" Chief Administrative Officer " means the individual appointed as chief administrative officer of the Town pursuant to the Act.	" Chief Administrative Officer " means the individual appointed as chief administrative officer of Richmond Hill pursuant to section 229 of the Act, or his or her designate.	Align the definition to the Municipal Act.
1.1	" Clerk " means the individual appointed of the Town pursuant to the Act.	" Clerk " means the person appointed by Council pursuant to section 228(1) of the Act, and includes any person appointed as a deputy clerk pursuant to section 228(2) of the Act, and any other person delegated by the Clerk pursuant to section 228(4) of the Act.	Align the definition to the Municipal Act.
1.1	" Committee " means any advisory committee, subcommittee or similar entity of which at least 50 per cent of the members are also Council Members.	" Committee " means any advisory committee, subcommittee or similar entity of which at least fifty percent (50%) of the members are also Council Members.	Clarify definition
1.1	" Deputy Mayor " means the Regional and Local Councillor who received the higher number of votes for that office in the last election to an office on the council of the Region of York.	" Deputy Mayor " means the Regional and Local Councillor who received the highest number of votes, as certified by the Clerk, in the last election, or any other Member appointed Deputy Mayor pursuant to section 4.2 of these Rules of Procedure.	Clarify definition
1.1	New	" Electronic Participation " means the participation in a Meeting by a Member who is not present at the Meeting by any electronic means.	Amendments to the Municipal Act
1.1	New	" Electronic Vote " means a recorded vote that is conducted using technology that permits all Members to	

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		Vote at the same time.	
1.1	New	"Friendly Amendment" means the action of approving minor amendments to a Motion under debate with the consent of the mover, and the seconder, and without the requirement for a Motion to Amend to be made and voted on.	Improve meeting efficiency
1.1	New	"Local Board" means, for the purpose of these Rules of Procedure, a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under the Act, or any other Applicable Law with respect to the affairs or purposes of Richmond Hill.	Clarify application of the Procedure By-law in respect to boards and committees.
1.1	"Majority Vote" means an affirmative vote by more than majority of the Members who are both present at a Meeting and are qualified to vote.	"Majority Vote" means an affirmative vote by more than half of the Members who are both present at a Meeting and are qualified to vote.	Clarify definition
1.1	New	"Members Motion" means a proposal by a Member that is included on an Agenda as Additional Business.	Add a definition to clarify procedures already in place
1.1	New	"Motion to Amend" means a Motion that proposes to change particular clauses or words in a Motion under consideration.	Add a definition to clarify procedures already in place
1.1	"Motion to Defer" means a Motion to delay action on a main Motion under consideration by Council or a Committee until later in the same Meeting or to a future Meeting.	"Motion to Defer" means a Motion to delay action on a main Motion under consideration by Council or a Committee until later in the same Meeting or to a future Meeting of the same body.	Clarify definition
1.1	"Notice By-law" means the Town's by-law relating to the form, manner and times of the giving of notice to the public in effect from time to time.	"Notice By-law" means Richmond Hill's by-law or policy relating to the form, manner and times of the giving of notice to the public in effect from time to time.	Clarify definition

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
Article 3 - Application			
3.2 New	New	<p>(a) Despite the definition of Committee in these Rules of Procedure, Article 11 applies, with any necessary modifications, to the proceedings of the following committees established by Council:</p> <ul style="list-style-type: none"> (i) Heritage Richmond Hill Committee; (ii) Any other committee, regardless of the number of Members of Council who are members of that committee, unless the Terms of Reference for the committee specifically exclude these rules from applying to that committee. <p>(b) These Rules of Procedure does not apply to the following committees or Local Boards:</p> <ul style="list-style-type: none"> (i) Quasi-judicial committees subject to the <i>Statutory Powers Procedures Act</i>, R.S.O 1990, c.S.24, that are also subject to alternative rules of procedures adopted by Council for such bodies; (ii) Committee of Adjustment; (iii) The Richmond Hill Public Library Board; (iv) The Village of Richmond Hill Business Improvement Area Board of Management (the "BIA Board"), provided that the BIA Board has adopted rules of procedure that are consistent with the Act. <p>(c) Despite paragraph (a) above, the Clerk may adopt special rules of procedure for the Accessibility Advisory Committee established pursuant to the requirements of <i>Accessibility for Ontarians with Disabilities Act, 2005</i>, S.O. 2005, c.11. Despite subsection 5.2.8, any procedures adopted for the Accessibility Advisory Committee may authorize Electronic Participation by</p>	<p>Provides clarity on when the Procedure By-law applies. Specifically removes the Accessibility Advisory Committee from the By-law</p>

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		members of the committee.	
Article 4 - Responsibilities			
4.5 (c)	Each Member shall: (c) adhere to all Town policies governing the conduct of Members.	Each Member shall: (c) adhere to these Rules of Procedural and all Richmond Hill policies governing the conduct of Members.	Clarify that Members must adhere to the Procedure By-law and other policies
4.7 New	New	<p>If during a meeting, a Member does not adhere to a rule in these Rules of Procedure or a Chair's ruling:</p> <ul style="list-style-type: none"> (b) After the first occurrence, the Chair calls the Member to order. (c) After the second occurrence, if the Member continues to disobey these Rules of Procedure or the Chair's ruling, the Chair will order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting. (d) Any Member other than the Offending Member may appeal the Chair's ruling in Paragraph (b) above, and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat. (e) A Member who has been required to leave his/her seat, may be permitted to return to their seat if that Member first apologies to Council or the Committee for not observing these Rules of Procedure or a Chair's ruling: (f) A Member who intends to apologize will first inform the Clerk, the CAO or another staff member, who will inform the Chair of the Member's request. (g) At the next available opportunity in the Meeting, the Chair will allow the Offending Member to return to 	Procedural by-laws and Roberts Rules of Order normally provide consequences for continued breach of the rules by a Member

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		<p>his/her seat to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee. After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.</p> <p>(h) Should, at any point, the Offending Member create a disturbance while seated in the audience in accordance with subsection (b), the Chair will order the Offending Member to leave the Council chamber or meeting room.</p>	
4.8	(d) maintain all materials received by Council in accordance with any record retention by-laws of the Town;	(d) maintain all materials received by Council in accordance with any record retention policies or by-laws of Richmond Hill;	Align with the Council approved Information Governance Policy
Article 5 - Regular Meetings of Council			
5.1.6	<p>(a) Subject to the exception in paragraph (b), all Meetings of Council shall be held in Council Chambers, with the exception of the inaugural Meeting.</p> <p>(b) If either the Clerk or Council have determined that the space in Council Chambers will not accommodate all of the members of the public expected to be in attendance, the Clerk shall determine an appropriate alternative location and provide notice of same as soon as practicable</p>	<p>(a) Subject to the exception in paragraphs (b) and (c), all Meetings of Council shall be held in Council Chambers, with the exception of the inaugural Meeting.</p> <p>(b) If either the Clerk or Council have determined that the space in Council Chambers will not accommodate all of the members of the public expected to be in attendance, the Clerk shall determine an appropriate alternative location and provide notice of same as soon as practicable.</p> <p>(c) If the Mayor determines that there is sufficient reason to do so, Special Council Meetings and workshops may be held at an appropriate alternative location and provide notice of same as soon as practicable.</p>	Reflects current practice and provides flexibility

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
5.1.5	There shall be no regular Meetings of Council held during the last two weeks of July and December and the full month of August in a calendar year unless otherwise provided by Resolution of Council.	<p>(a) In a calendar year, unless otherwise provided for by resolution of Council, there shall be no regular Meetings of Council held during:</p> <p>(i) the first two weeks of January;</p> <p>(ii) the March Break observed by the York Region District School Board;</p> <p>(iii) the last two weeks of July;</p> <p>(iv) the full month of August;</p> <p>(v) the last two weeks of December</p> <p>(b) In the year of a regular municipal election, there shall be no regular Meetings of Council held during the calendar month in which voting day occurs.</p>	Current Practice
5.1.10	All Meetings of Council, save and except Closed Session Meetings, may be electronically recorded by the Clerk for the purpose of preparing the minutes of the Meeting.	<p>(a) All Meetings of Council, save and except Closed Session Meetings, may be electronically recorded by the Clerk for the purpose of preparing the minutes of the Meeting.</p> <p>(b) Any recording of a Meeting of Council made by the Clerk will be maintained for the period of time set out in the Records Classification and Retention Policy adopted pursuant to section 254 of the Act.</p> <p>(c) Notwithstanding anything to the contrary in this section, the official record of Council proceedings shall be the Minutes prepared by the Clerk.</p>	Provides clarity on the purpose of audio or video recordings
5.1.12 New	New	Electronic Participation in a Meeting shall not be permitted.	Past Council resolutions
Article 5 - Regular Meetings of Council (Closed Session Meetings)			
5.3.1 (b)	(b) In accordance with the provisions of the Act, a Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:	(b) Council may hold a meeting or part of a meeting that is closed to the public for any of the discretionary reasons set out in Section 239(2) of the Act, or any other discretionary reason permitted in other Applicable Law.	Amendments to the Municipal Act, and to simplify the Procedure By-law

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	<p>(i) the security of the property;</p> <p>(ii) personal matters about an identifiable individual, including an employee of the Town;</p> <p>(iii) a proposed or pending acquisition or disposition of land by the Town;</p> <p>(iv) labour relations or employee negotiations;</p> <p>(v) litigation or potential litigation, including matters before administrative tribunals, affecting the Town;</p> <p>(vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and</p> <p>(vii) a matter in respect of which a council, board, committee or other body may hold a Closed Session Meeting under any Applicable Law.</p>		
5.3.1 (c)	<p>(c) A Meeting shall be closed to the public if the subject matter relates to the consideration of:</p> <p>(i) a request under the Municipal Freedom of Information and Protection of Privacy Act; or</p> <p>(ii) an ongoing investigation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Act, or the investigator referred to in subsection 239.2 (1) of the Act.</p>	<p>(c) Council shall hold a meeting or part of a meeting that is closed to the public for any of the mandatory reasons set out in Section 239(3) of the Act, or any other mandatory reason permitted in other Applicable Law.</p>	<p>Amendments to the Municipal Act, and to simplify the Procedure By-law</p>
5.3.2	<p>Prior to holding a Closed Session Meeting, Council shall pass a Resolution in open session, advising of the Closed Session Meeting and the general nature of the matter(s) to be considered at the Closed Session</p>	<p>Prior to holding a Closed Session Meeting, Council shall pass a Resolution in open session, advising of the Closed Session Meeting, the applicable legislative reason(s) for holding the Closed Session Meeting, and the general nature of the matter(s) to be considered at</p>	<p>Consistency with the Act</p>

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	Meeting.	the Closed Session Meeting.	
Article 5 - Regular Meetings of Council (Order of Business)			
5.4.1 (a)	<p>(a) The Clerk shall prepare an Agenda for all regular Meetings of Council setting out the items for consideration and the order of the business for the Meeting in the following format:</p> <ul style="list-style-type: none"> (i) Call to order/prayer; (ii) Public Forum (not exceeding fifteen minutes); (iii) Council Announcements; (iv) Introduction of Emergency/Time Sensitive Matters; (v) Adoption of Agenda; (vi) Disclosures of pecuniary interest and general nature thereof; (vii) Adoption of previous Council minutes; (viii) Separation of issues requiring discussion; (ix) Adoption of the remainder of Agenda items; (x) Public Hearings; (xi) Presentations; (xii) Delegation(s); (xiii) Consideration of issues separated for discussion; (xiv) Other Business; (xv) Emergency/Time Sensitive Matters; (xvi) By-laws; (xvii) Resolution to move into a Closed Session Meeting and general nature thereof; 	<p>a) The Clerk shall prepare an Agenda for all regular Meetings of Council setting out the items for consideration and the order of the business for the Meeting in the following format:</p> <ul style="list-style-type: none"> (i) Call to Order/Opening Statement (ii) Public Forum (not to exceed 15 minutes) (iii) Council Announcements (iv) Introduction of Emergency/Time Sensitive Matters (v) Adoption of Agenda (vi) Disclosures of Pecuniary Interest and General Nature Thereof (vii) Adoption of Previous Council Minutes (viii) Identification of Items Requiring Separate Discussion (ix) Adoption of Remainder of Agenda Items (x) Public Hearings (xi) Presentations (xii) Delegation(s) (xiii) Committee and Staff Reports (xiv) Other Business (xv) Emergency/Time Sensitive Matters (xvi) By-laws (xvii) Closed Session Meeting (xviii) By-law to Confirm the Proceedings of Council at this Meeting (xix) Adjournment 	Implementation of eScribe

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	(xviii) Resolution to reconvene into open session; (xix) Adoption of recommendations arising from the Closed Session Meeting (if any); (xx) By-law to confirm the proceedings of Council at this Meeting; (xxi) Adjournment.		
5.4.2 (a)	(a) Every item identified by the Clerk as: (i) requiring Council direction; (ii) requiring a public hearing pursuant to any legislation or by-law of the Town; or (iii) a matter to be addressed by a Delegation, shall be separated for consideration and debate unless otherwise directed by Council	(a) Every item identified by the Clerk as: (i) requiring Council direction; (ii) requiring a public hearing pursuant to any legislation or by-law of Richmond Hill; or (iii) a matter to be addressed by a Presentation or Delegation, shall be separated for consideration and debate unless otherwise directed by Council	Update to reflect current practice
Article 5 - Regular Meetings of Council (Addition of Business)			
5.4.4	(a) Subject to paragraph (c), written reports prepared by staff relating to items of business may be added to the Agenda upon providing the Clerk with a copy of the report a minimum of two (2) weeks prior to the Meeting. (b) Except as provided in paragraphs (c) and (d), a Member may only request that an item of business, which may or may not be in the form of a motion, be included on an Agenda upon providing the Clerk with a notice in a form approved by the Clerk a minimum of two (2) weeks prior to the Meeting, provided however that the inclusion of that item on the Agenda shall not serve as a request or direction to staff to prepare a written report. (c) Subject to paragraph (e), where the CAO	(a) Subject to paragraph (f) below, written reports prepared by staff relating to items of business may be added to the Agenda upon providing the Clerk with a copy of the report a minimum of two (2) weeks prior to the Meeting. (b) Despite paragraph (a), and subject to paragraph (f) below, the Clerk may waive the minimum two (2) weeks' notice requirement referred to in paragraphs (a) when the application thereof will result in the matter not being included on an Agenda for more than 4 weeks, provided, however, that the Clerk may not waive the notice period after an Agenda is already published. (c) Despite paragraphs (a) and (b), and subject to paragraph (f) below, the CAO may determine that	Clarify the rule based on current practice.

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	<p>has determined that a matter constitutes an Emergency or is a Time Sensitive Matter, the Clerk may add that matter as an item of business to a consolidated Agenda for distribution prior to the Meeting.</p> <p>(d) Subject to paragraph (e), only the CAO or a Member may orally introduce an item of business that is believed to be an Emergency or a Time Sensitive Matter without providing any prior notice and without the matter having been included on the Agenda and Council shall determine by Majority Vote whether the matter introduced is an Emergency or a Time Sensitive Matter that should be considered at the Meeting.</p> <p>(e) Any matter for which Council must provide public notice prior to making a decision pursuant to Applicable Law may only be considered by Council for the purpose of making such decision if the required public notice has been provided.</p>	<p>a report prepared by staff relating to items of business may be included on the Agenda less than two (2) weeks prior to the Meeting. The Clerk may include add any such report to a consolidated, revised or amended Agenda for distribution prior to the Meeting.</p> <p>(d) Subject to paragraph (f) below, where the CAO has determined that a matter constitutes an Emergency or is a Time Sensitive Matter, the Clerk may add that matter as an item of business to a consolidated, revised or amended Agenda for distribution prior to the Meeting.</p> <p>(e) Subject to paragraph (f) below, only the CAO or a Member may orally introduce an item of business that is believed to be an Emergency or a Time Sensitive Matter without providing any prior notice and without the matter having been included on the Agenda and Council shall determine by Majority Vote whether the matter introduced is an Emergency or a Time Sensitive Matter that should be considered at the Meeting.</p> <p>(f) Any matter for which Council must provide public notice prior to making a decision pursuant to Applicable Law may only be considered by Council for the purpose of making such decision if the required public notice has been provided.</p>	
Article 5 - Regular Meetings of Council (Addition of Business – Members Motion)			
5.4.5	New	(a) Subject to paragraph (d) below, a Member may only request that an item of business, which may or may not be in the form of a Members Motion,	Clarify the rule based on current practice.

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		<p>be included on an Agenda as “Additional Business” upon providing the Clerk with a notice in a form approved by the Clerk a minimum of two (2) weeks prior to the Meeting.</p> <p>(b) Despite paragraph (a), and subject to paragraph (d) below, the Clerk may waive the minimum two (2) weeks’ notice requirement referred to in paragraphs (a) when the application thereof will result in the matter not being included on an Agenda for more than 6 weeks, provided, however, that the Clerk may not waive the notice period after an Agenda is already published</p> <p>(c) A Members Motion may only be included on an Agenda, provided that the inclusion of that item on the Agenda shall not serve as a request or direction to staff to prepare a written report, and provided that;</p> <p>(i) it pertains to a matter over which Richmond Hill has jurisdiction or which is a matter of municipal concern;</p> <p>(ii) it is a resolution or correspondence referred to in Section 5.6.2 (Correspondence – Public Institutions) that the Member wants Council to endorse; or</p> <p>(iii) it is seeking leave to introduce a Members Motion on a matter not referred to in clauses (i) and (ii) above.</p> <p>(d) Any matter for which Council must provide public notice prior to making a decision pursuant to Applicable Law may only be considered by Council for the purpose of making such decision</p>	

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		if the required public notice has been provided.	
Article 5 - Regular Meetings of Council (Public Participation)			
5.5.1 (a)	(a) A Person may submit: (i) a petition; (ii) other written material; or (iii) a summary of a matter regarding which they intend to make an oral submission; by delivering these items by regular mail, facsimile or e-mail to the Office of the Clerk for inclusion on an Agenda.	No change	
5.5.1 (b)	(b) If the items submitted referred to in paragraph (a) relate to a matter already on the Agenda, then they will be distributed where practicable in a manner deemed reasonable by the Clerk.	(b) If the items submitted referred to in paragraph (a) relate to a matter already on the Agenda, then they will be distributed where practicable in a manner deemed reasonable by the Clerk, provided that no such material shall be included on an Agenda if it is received after 12:00 p.m. on the day of the meeting.	Align with current practice
5.5.1 (c)	(c) Subject to paragraph (f) below, if the items submitted referred to in paragraph (a) do not relate to a matter already on the Agenda, then in order for the items to be included on an Agenda for an upcoming Meeting, the items must be: (i) received by the Office of the Clerk no later than 12:00 noon two (2) weeks prior to the Meeting; and (ii) accompanied by contact information of the Person making the submission, including a contact name and a mailing, facsimile or e-mail address.	(c) Subject to paragraph (f) and (g) below, if the items submitted referred to in paragraph (a) do not relate to a matter already on the Agenda, then in order for the items to be included on an Agenda for an upcoming Meeting, the items must be: (i) received by the Office of the Clerk no later than 12:00 p.m. two (2) weeks prior to the Meeting; and (ii) accompanied by contact information of the Person making the submission, including a contact name and a mailing, facsimile or e-mail address.	See below 5.5.1 (g)
5.5.1 (g)	New	(g) A petition or other written material shall not be included on an Agenda if it pertains to a matter for which Council has delegated any authority to Staff or a	Ensure that requests are processed according to Council

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		Committee as determined by the Clerk. In such case, the Clerk shall acknowledge receipt and forward any such material to the Staff or Committee, who may refer the matter to Council.	approved policies and procedures
5.5.4 (a) to (d)	<p>(a) Where a matter on the Agenda is a recommendation from Committee of the Whole, a Person may only address Council as a Delegation on that matter if that Person:</p> <p>(i) has not already addressed Committee of the Whole at the Meeting in which the recommendation was made; or</p> <p>(ii) has already addressed Committee of the Whole at the Meeting in which the recommendation was made but, in the opinion of the Clerk, the Person will be providing Council with new information not previously provided to Committee of the Whole; and</p> <p>provided that the Person has registered in advance with the Office of the Clerk no later than 12:00 noon on the day of the Meeting.</p> <p>(b) Where a matter on the Agenda is not a recommendation from Committee of the Whole, any Person may address Council as a Delegation provided that that the Person has registered in advance with the Office of the Clerk no later than 12:00 noon on the day of the Meeting.</p> <p>(c) Notwithstanding that a Person must register with the Office of the Clerk to address Council as a Delegation, a Person that has not registered may address Council if a Resolution is passed by a Majority Vote to allow the Person to do so.</p> <p>(d) A Person making a Delegation shall:</p>	<p>(a) A Person may only address Council as a Delegation if it pertains to a matter on the Agenda.</p> <p>(b) Where a matter on the Agenda is a recommendation from Committee of the Whole, a Person may only address Council as a Delegation on that matter if that Person:</p> <p>(i) has not already addressed Committee of the Whole at the Meeting in which the recommendation was made; or</p> <p>(ii) has already addressed Committee of the Whole at the Meeting in which the recommendation was made but, in the opinion of the Clerk, the Person will be providing Council with new information not previously provided to Committee of the Whole; and</p> <p>(iii) provided that the Person has registered in advance with the Office of the Clerk no later than 12:00 p.m. on the day of the Meeting.</p> <p>(c) Corporations, associations, groups or other similar entities may only register one (1) representative to address Council as a Delegate for the same agenda item.</p> <p>(d) Notwithstanding that a Person must register with the Office of the Clerk to address Council as a Delegation, a Person that has not registered may address Council if a Resolution is passed by a Majority Vote to allow the Person to do so.</p> <p>(e) A Person making a Delegation shall:</p> <p>(i) be provided five (5) minutes, without interruption or questions, to address Council unless Council passes</p>	Current practice

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	<p>(i) be provided five (5) minutes, without interruption or questions, to address Council unless Council passes a Resolution by Majority Vote extending the Person's time for speaking;</p> <p>(ii) prior to addressing Council, provide to the Clerk any material related to the Delegation that is intended to be distributed to Members during a Meeting, which material shall form part of the public record;</p> <p>(iii) only speak once and only to the matter identified upon registration and shall not introduce any other matter; and</p> <p>(iv) not speak disrespectfully about anyone or use offensive language, and shall respect any ruling made by the Chair.</p> <p>(e) After Members hear all Delegations related to a matter, Members shall be provided five (5) minutes each to ask the Person and Town Staff any relevant questions or to comment until such time as a Motion is made, at which time the rules of debate set out in Section 5.7 (Rules of Debate) apply.</p>	<p>a Resolution by Majority Vote extending the Person's time for speaking;</p> <p>(ii) prior to addressing Council, provide to the Clerk any material related to the Delegation that is intended to be distributed to Members during a Meeting, which material shall form part of the public record;</p> <p>(iii) only speak once and only to the matter identified upon registration and shall not introduce any other matter; and</p> <p>(iv) not speak disrespectfully about anyone or use offensive language, and shall respect any ruling made by the Chair.</p> <p>(f) After Members hear all Delegations related to a matter, Members shall be provided five (5) minutes each to ask the Person and Staff any relevant questions or to comment until such time as a Motion is made, at which time the rules of debate set out in Section 5.8 (Rules of Debate) apply.</p>	
Article 5 - Regular Meetings of Council (Correspondence) – New Section			
New	New	Except as provided for in Sections 5.5.1 (Petitions or Written and Oral Submissions), correspondence addressed to the Mayor and members of Council will be received by the Clerk and disposed of in accordance with this section 5.6.	
New	New	(a) Subject to paragraph (d) below, resolutions and other correspondence addressed to Mayor and members of Council shall be circulated to Members of Council, provided that they are from:	Ensures efficient meetings and disposition of correspondence received by the

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		<p>i) the Government of Canada, including a Minister of the Crown;</p> <p>ii) a Senator or a Member of the House of Commons;</p> <p>iii) the Government of Ontario; including a member of the Executive Council;</p> <p>iv) a Member of Provincial Parliament;</p> <p>v) the Regional Municipality of York ("York Region"), or any one of the lower-tier municipalities located in York Region, including the Head of Council of any one of these;</p> <p>vi) the Federation of Canadian Municipalities;</p> <p>vii) the Association of Ontario Municipalities; or</p> <p>viii) a resolution of another governmental or public institution that, in the opinion of the Clerk, has direct relationship with Richmond Hill.</p> <p>(b) Any correspondence or resolution referred to in Paragraph (a) may be included on a future Agenda for endorsement as a Members Motion provided that the Member shall comply with the provisions of Section 5.4.5 (Addition of Business – Members Motions).</p> <p>(c) Correspondence and resolutions addressed to Mayor and members of Council from a public institution not referred to in paragraph (a) shall be retained by the Clerk for a period of three (3) months from the date of receipt and may be reviewed by any Member or Staff, but may not be included on a future Agenda unless Council first passes a resolution consenting to its inclusion.</p> <p>(d) Where deemed appropriate by the Clerk, any correspondence referred to in this section may be first circulated to appropriate Staff prior to circulating it to Members of Council.</p>	Town.

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
Article 5 - Regular Meetings of Council (Motions)			
5.7.10	<p>A Motion to Refer:</p> <p>(a) may be debated and amended;</p> <p>(b) must indicate the Committee or Town Staff to which the matter is being referred;</p> <p>(c) may include:</p> <p> (i) the terms on which the Motion is being referred;</p> <p> (ii) the time at which the matter is to be returned; and</p> <p> (iii) whatever explanation may be necessary as to the purpose of the Motion to Refer;</p> <p>(d) requires a Majority Vote to be passed; and</p> <p>(e) if decided in the affirmative, precludes any amendment, debate or vote in relation to the preceding main Motion.</p>	<p>A Motion to Refer:</p> <p>(a) must indicate the Committee or Richmond Hill Staff to which the matter is being referred;</p> <p>(b) may include:</p> <p> (i) the terms on which the Motion is being referred;</p> <p> (ii) the time at which the matter is to be returned; and</p> <p> (iii) whatever explanation may be necessary as to the purpose of the Motion to Refer;</p> <p>(c) may be debated as to the rationale of referring the matter, but may not debated as to the merits of the matter itself;</p> <p>(d) may be amended as to the Committee or Staff to whom the matter is being referred, and to the terms upon which the motion is being referred;</p> <p>(e) requires a Majority Vote to be passed; and</p> <p>(f) if decided in the affirmative, precludes any amendment, debate or vote in relation to the preceding main Motion.</p>	Roberts Rules of Order
5.7.13		<p>(a) A Friendly Amendment is in order only if:</p> <p> (iv) it is germane and not directly contrary to the Motion under consideration</p> <p> (v) its' adoption will not result in a significant change to the Motion under consideration;</p> <p> (vi) it is introduced by a Member who has been recognized by the Chair;</p> <p> (vii) the mover and seconder of the Motion to be amended accepts the Friendly Amendment as proposed; and</p> <p> (viii) No other Member objects to the Friendly</p>	Meeting efficiency

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		<p>Amendment.</p> <p>(e) A Friendly Amendment may not be debated or amended.</p> <p>(f) The Chair shall decide if a Friendly Amendment has been accepted in accordance with Paragraph (a) above, and upon such decision the Motion under consideration is deemed to be amended.</p>	
5.7.14	<p>(a) After a Resolution or By-law has been passed, the Resolution or By-law may only be reconsidered during the term of Council either:</p> <p>(i) at any time after six (6) months from the passing of the Resolution or the By-law, without the need for a Resolution to reconsider the matter; or</p> <p>(ii) within six (6) months after the passing of the Resolution or the By-law, upon a Resolution passed by Majority Vote to reconsider the matter.</p> <p>(b) Any Resolution passed or by-law passed by a previous Council in a previous term may be reconsidered by Council at any time after that term has ended, without the need for a Resolution to reconsider.</p>	<p>(a) Subject to paragraph (c) below, after a Resolution or By-law has been passed, the Resolution or By-law may only be reconsidered during the term of Council either:</p> <p>(i) at any time after six (6) months from the passing of the Resolution or the By-law, without the need for a Resolution to reconsider the matter; or</p> <p>(ii) within six (6) months after the passing of the Resolution or the By-law, upon a Resolution passed by a Two-thirds Vote to reconsider the matter.</p> <p>(b) Subject to paragraph (c) below, any Resolution passed or by-law passed by a previous Council in a previous term may be reconsidered by Council at any time after that term has ended, without the need for a Resolution to reconsider.</p> <p>(c) If the Chief Administrative Officer is of the opinion that the reconsideration of a Resolution or By-law may result in liability or other legal risks for Richmond Hill, as a result of any contractual or other legal obligation, that Resolution or By-law shall not be reconsidered until such time as Council has received a report from Staff on the liability or other legal risks.</p>	<p>Roberts Rules of Order. Ensures that reconsideration does not interfere with any contractual or other legal obligation of the Town.</p>

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
Article 5 - Regular Meetings of Council (Rules of Debate)			
5.8.4	Any Member of Council may only speak: (a) twice on any Motion other than a Motion referred to in paragraph (b), and for no more than five (5) minutes each time, except that a Member shall not speak more than once to a Motion until every Member who wishes to speak on that item has spoken; and (b) once on any amendment to a Motion, and for no more than three (3) minutes each time.	Any Member of Council may only speak: (a) twice on any Motion other than a Motion referred to in paragraph (b), and for no more than five (5) minutes each time, except that a Member shall not speak more than once to a Motion until every Member who wishes to speak on that item has spoken; and (b) once on any Motion to Amend, Motion to Refer or Motion to Defer, and for no more than three (3) minutes each time.	Meeting Efficiency
Article 5 - Regular Meetings of Council (Voting)			
5.9.2	(a) Every Member present at a Meeting shall vote on any Motion unless the Member has declared a Conflict of Interest. (b) A failure by a Member entitled to vote in relation to any Motion shall be deemed to be a negative vote.	(a) Every Member present at a Meeting, including the Chair, shall vote on any Motion unless the Member has declared a Conflict of Interest. (b) A failure by a Member entitled to vote in relation to any Motion shall be deemed to be a negative vote.	Align to the Municipal Act.

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
5.9.3	<p>A Majority Vote is required to pass a Motion or By-law, with the following exceptions:</p> <p>(a) a Motion to waive the rules as described in Section 3.3 (Waiver of Rules), which requires a Two-thirds Vote to be passed;</p> <p>(b) a Motion to proceed beyond 11:00 as described in subsection 5.6.7 (Motion to Proceed Beyond 11:00 – Requirements), which requires a Two-thirds Vote to be passed;</p> <p>(c) a Motion to Close the Debate as described in subsection 5.6.8 (Motion to Close the Debate), which requires a Two-thirds Vote to be passed;</p> <p>(d) an appeal of a ruling of the Chair on a Point of Order as described in subsection 5.7.8 (Point of Order), which is upheld in the event of a tie; and</p> <p>(e) an appeal of a ruling of the Chair on a question of the personal or professional integrity of Town Staff as described in subsection 5.7.10 (Integrity of Town Staff), which is upheld in the event of a tie.</p>	<p>A Majority Vote is required to pass a Motion or By-law, with the following exceptions:</p> <p>(a) a Motion to waive the rules as described in Section 3.4 (Waiver of Rules), which requires a Two-thirds Vote to be passed;</p> <p>(b) a Motion to proceed beyond 11:00 as described in subsection 5.7.7 (Motion to Proceed Beyond 11:00 – Requirements), which requires a Two-thirds Vote to be passed;</p> <p>(c) a Motion to Close the Debate as described in subsection 5.7.8 (Motion to Close the Debate), which requires a Two-thirds Vote to be passed;</p> <p>(c) a Motion to Reconsider as described in subsection 5.7.14 (a) (ii) (Motion for Reconsideration during the Term of Council), which requires a Two-thirds Vote to be passed.</p> <p>(d) an appeal of a ruling of the Chair on a Point of Order as described in subsection 5.8.8 (Point of Order), which is upheld in the event of a tie; and</p> <p>(e) an appeal of a ruling of the Chair on a question of the personal or professional integrity of Richmond Hill Staff as described in subsection 5.8.10 (Integrity of Richmond Hill Staff), which is upheld in the event of a tie.</p>	Proposed amendments to section 5.6.13 (a) (ii)
5.9.10	The Chair shall announce the result of every vote.	Except in the case of a recorded vote, the Chair shall announce the result of every vote.	Clarity based on current practice
Article 5 - Regular Meetings of Council (Minutes – Closed Session Meeting)			
5.10.4	<p>(a) Minutes of each Closed Session Meeting shall only be presented to Council for approval and adoption upon determination of the Clerk.</p> <p>(b) The Clerk shall sign Closed Session Meeting minutes, notwithstanding that they have not been adopted by Council.</p> <p>(c) The failure to adopt Closed Session</p>	<p>(a) The Clerk shall take the minutes of each Closed Session Meeting without note or comment, which shall include:</p> <p>(i) The place, date and time of the Closed Session Meeting;</p> <p>(ii) The name of the Chair and attendance of the</p>	Reflect current practice

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	Meeting minutes does not affect the validity of such minutes.	<p>Members</p> <p>(iii) The Staff in attendance; and</p> <p>(iv) Each item considered by Council in the Closed Session Meeting.</p> <p>(b) The Chair and the Clerk shall sign Closed Session Meeting minutes, notwithstanding that they have not been adopted by Council.</p> <p>(c) The failure to adopt Closed Session Meeting minutes does not affect the validity of such minutes. For greater certainty, any minutes of a Closed Session Meeting signed by the Chair and the Clerk will be deemed to have been adopted by Council.</p>	
Article 5 - Regular Meetings of Council (By-laws)			
5.11.8	New	<p>The following types of by-laws may be presented directly to Council:</p> <p>(a) Those directed to be presented directly to Council by Committee of the Whole or Council;</p> <p>(b) The appointment of staff for by-law inspection, municipal law enforcement and provincial offences administration;</p> <p>(c) Consolidation of by-laws or housekeeping amendments;</p> <p>(d) A by-law to levy interim property taxes;</p> <p>(e) A by-law to set tax rates in accordance with the approved budget;</p> <p>(f) Part-lot control by-laws;</p> <p>(g) A by-law to establish a public highway;</p> <p>(h) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;</p> <p>(i) Minor amendments resulting from changes to provincial enabling legislation; and,</p>	Meeting efficiency and best practice

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		(j) Other administrative by-laws deemed appropriate by the chief administrative officer.	
5.11.6 (b)	(a) The Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.	(a) The Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors.	Clarify the rule
5.11.9	Save and except the confirmatory by-law referred to in subsection 5.10.7, no by-law shall be presented to Council unless its subject matter has been considered and approved by Council.	Save and except the confirmatory by-law referred to in subsection 5.11.7 and the Routine By-laws referred to in subsection 5.11.8, no by-law shall be presented to Council unless its subject matter has been considered and approved by Council.	Proposed amendments related to Routine By-Laws
Article 7 – Meetings of Committee of the Whole (General Requirements)			
7.1.4	The Meetings of Committee of the Whole shall generally be held on the first and third Mondays of each month commencing at 4:30 p.m. but there shall be no Meetings of Committee of the Whole held during the last two weeks of July and December and the full month of August of any calendar year unless otherwise provided by Resolution of Council.	(a) The Meetings of Committee of the Whole shall generally be held on the first and third Mondays of each month commencing at 4:30 p.m. (b) Despite paragraph (a), there shall be no Committee of the Whole Meetings scheduled unless a Regular Council meeting has been scheduled for the following week.	Current practice
Article 7 – Meetings of Committee of the Whole (Agenda)			
7.3	The Clerk shall prepare an Agenda for all regular Committee of the Whole Meetings setting out the items for consideration and the order of the business for the Meeting In the following format: (a) Call to Order; (b) Council Announcements; (c) Introduction of Emergency/Time Sensitive Matters; (d) Adoption of Agenda; (e) Disclosures of pecuniary interest and general nature thereof;	The Clerk shall prepare an Agenda for all regular Committee of the Whole Meetings setting out the items for consideration and the order of the business for the Meeting In the following format: (a) Call to Order (b) Council Announcements (c) Introduction of Emergency/Time Sensitive Matters (d) Adoption of Agenda (e) Disclosure of Pecuniary Interest and General Nature Thereof (f) Identification of Items Requiring Separate Discussion (g) Adoption of Remainder of Agenda Items	Implementation of eScribe

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
	(f) Separation of issues requiring discussion; (g) Adoption of the remainder of Agenda items; (h) Public hearing(s); (i) Presentation(s); (j) Delegation(s); (k) Consideration of issues separated for discussion; (l) Other Business; (m) Emergency/Time Sensitive Matters; (n) Resolution to move into a Closed Session Meeting and general nature thereof; (o) Resolution to reconvene into open session; (p) Adoption of recommendations arising from Closed Session Meeting (if any); (q) Adjournment.	(h) Public Hearing (i) Presentations (j) Delegations (k) Committee and Staff Reports (l) Other Business (m) Emergency/Time Sensitive Matters (n) Closed Session (o) Adjournment	
Article 7 – Meetings of Committee of the Whole (Motions)			
7.5. (New)	New	(a) In addition to the rules in Section 5.7.10 (Motion to Refer), Committee of the Whole may refer any Agenda Item or Main Motion that has not been voted on to the next regular Council meeting or a special Council Meeting without a recommendation by means of a Motion to Refer. (b) A Motion to Refer an Agenda Item or Main Motion to the next regular Council Meeting or a special Council Meeting: (i) May be debated, but only as to the advisability of referring the matter to Council without recommendation; i) May direct staff to provide additional information at the meeting to which the matter has been referred; ii) may not be amended, except as to the additional information that staff are directed to provide Council; and, iii) requires a Majority Vote to be passed.	Clarify the rules of referring a matter directly to Council based on current practice

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
		(c) Upon passage of a Motion to Refer referred to in Paragraph (a), the Clerk shall place the Agenda Item or Main Motion, as the case may be, on the next Council Agenda as a separate Agenda Item.	
Article 8 - Council Public Meetings for Planning Matters			
8.3	Council Public Meetings shall generally take place on the first and third Wednesday of each month, commencing at 7:30 p.m., but there shall be no Council Public Meetings held during the last two weeks of December or between June 30th and Labour Day of any calendar year unless otherwise provided by Resolution of Council.	(a) Council Public Meetings shall generally take place on the first and third Wednesday of each month, commencing at 7:30 p.m. (b) Despite paragraph (a), unless otherwise provided for by resolution of Council, there shall be no Council Public Meetings held during: (i) the first two weeks of January; (ii) the March Break observed by the York Region District School Board; (iii) between June 30th and Labour Day of any calendar year (iii) the last two weeks of December; (c) In the year of a regular municipal election, there shall be no regular Council Public Meetings during the calendar month in which voting day occurs.	Current Practice
Article 9 - Budget Committee of the Whole (Order of Business)			
9.4.1	The format of the Agenda for Budget Committee of the Whole shall be as follows: (a) Adoption of Agenda; (b) Disclosures of pecuniary interest and general nature thereof; (c) Adoption of previous minutes; (d) Scheduled business; (e) Adjournment.	"The format of the Agenda for Budget Committee of the Whole shall be as follows: (a) Adoption of Agenda; (b) Disclosures of pecuniary interest and general nature thereof; (c) Adoption of previous minutes; (d) Presentations; (e) Delegations; (f) Scheduled business; (g) Adjournment.	Current practice

**Town of Richmond Hill
Procedure By-law Update**

Section (or new)	Current Rule	Amended or New Rule	Reason
Article 11 - Special Committee, Task Forces and Advisory Committees			
11.1	Any special Committee may be appointed by Council from time to time to consider and report on a specific subject, project and undertaking, in accordance with any terms of reference developed for such Committee.	Any special Committee, including any Task Force or Advisory Committee, may be appointed by Council from time to time to consider and report on a specific subject, project and undertaking, in accordance with any terms of reference developed for such Committee.	Current Practice