

# The Corporation of the City of Richmond Hill

## By-Law 54-22

A By-Law to amend Procedure By-law 74-12, as amended

Whereas subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, (the "Act" or "Municipal Act, 2001 ") requires every municipality to pass a procedure by-law for the governing the calling, place and proceedings of meetings; and

And Whereas Council has adopted City's Procedure By-law 74-12, as amended (the "Procedure By-law") pursuant to Subsection 238(2) of the Act; and

And Whereas Council at its meeting on March 9, 2022, considered Staff Report SRCFS.22.009, and adopted a resolution that the Procedure By-law be further amended.

### **Now Therefore The Council Of The Corporation Of The City Of Richmond Hill Enacts As Follows:**

1. That the Procedure By-law 74-12, as amended, be further amended as follows:
  - a) Article 5, Section 5.5.3 – Public Forum be repealed and replaced with the following new Section 5.5.3:

#### **“5.5.3 Public Forum**

- (a) Every Meeting shall commence with a public forum for the purpose of providing members of the public an opportunity to voice opinions and raise issues on matters of concern to them that have not been included on the Agenda.
- (b) Any member of the public who wishes to voice opinions and raise issues on matters of concern to them that have not been included on the Agenda shall be required to register with the Clerk by 12:00 noon on the day prior to the Meeting.
- (c) The maximum of number of such registrations shall be five persons, on a first come first serve basis.
- (d) If there are three or less registrants, each registrant shall be provided no more than five minutes to address Council.
- (e) If there are four registrants, each registrant shall be provided no more than four minutes to address Council.
- (f) If there are five registrants, each registrant shall be provided no more than three minutes to address Council.
- (g) The length of time of the public forum shall not exceed fifteen (15) minutes, and the speaking times referred to times in paragraphs (c) to (f) shall not be varied, except by a Majority Vote.”

(continued)

- b) Article 8, Section 8.6 – Public Participation (CPM) be repealed and replaced with the following new Section 8.6:

**“8.6 Public Participation (CPM)**

Without limiting the generality of Section 8.2 (Proceedings of Council at a Council Public Meeting), and for greater particularity, the procedures set out in Section 5.5 (Public Participation) for Public Participation at regular Council Meetings shall apply to public participation at Council Public Meetings, except that:

- (a) there shall be no public forum at a Council Public Hearing;
  - (b) no prior registration is required to make an in person Delegation;
  - (c) prior registration is required to make an electronic delegation in accordance with Section 12.4.3; and
  - (d) Electronic delegations and any other pre-registered delegations shall be heard prior to any non-registered in person delegations.”
2. That Article 12 of By-law 74-12, as amended, be repealed and replaced in its entirety with the new Article 12 attached as Schedule 1 to this By-law.
3. That Schedule 1 be and form part of this By-law.
4. That this By-law shall come into full force and effect, *nunc pro tunc*, on March 9, 2022.

Passed this 23<sup>rd</sup> day of March, 2022.

---

David West  
Mayor

---

Stephen M.A. Huycke  
City Clerk