### CONSOLIDATED FOR CONVENIENCE ONLY

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<td>Bylaw No. 10104</td>
<td>January 13, 2020</td>
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The Council of the City of Richmond enacts as follows:

PART ONE: RICHMOND HERITAGE COMMISSION

1.1 A Community Heritage Commission known as the "Richmond Heritage Commission", is continued.

PART TWO: TERMS OF REFERENCE

2.1 The Commission

(a) advises Council on heritage conservation and promotion matters; and
(b) undertakes and provides support for activities that benefit and advance heritage in the City.

PART THREE: DUTIES OF THE COMMISSION

3.1 The duties of the Commission are as follows:

(a) to review and submit recommendations to Council on land use and planning matters which have heritage implications;
(b) to assist City staff to maintain heritage inventories or registers;
(c) to recommend strategies and policies to Council, and undertake programs for the support of heritage conservation;
(d) to liaise with the community;
(e) to recruit volunteers for specific Commission projects;
(f) to support heritage education and public awareness through programs such as Heritage Week displays, newsletters and a Heritage Recognition Program;

(g) to prepare a work program and an annual report;

(h) to prepare annual financial statements and budgets;

(i) to manage the operations of the Commission and other Commission budgets as required;

(j) to review and submit recommendations on the capital and operational budgets of the City with regard to heritage; and

(k) to raise funds and pursue partnerships for the support of conservation and promotion of heritage.

PART FOUR: COMMISSION COMPOSITION AND APPOINTMENT

4.1 Appointment and Term of Office of Members

4.1.1 The Commission is to consist of nine members of the public, appointed by Council, who:

   a) must not be City employees; and

   b) must have an interest or expertise in local heritage conservation, architecture, planning, building construction, business or economic development, tourism and history.

4.1.2 In addition to the nine members appointed in accordance with subsection 4.1.1, Council must appoint annually to the Commission one non-voting liaison Council member.

4.1.3 The term of office of each member appointed in accordance with subsection 4.1.1 is to be two years, commencing January 1st of the first year and ending December 31st of the second year.

4.1.4 Council must appoint sufficient members to ensure that membership in the Commission is at all times equal to or greater than five.

4.1.5 Council may terminate the appointment of any member of the Commission without notice.

4.1.6 The Commission may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.

4.1.7 No member of the Commission will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of, and previously approved by, the Commission.
4.2 Appointment of Executive and Establishment of Committees

4.2.1 The Commission, at its first meeting each year, or as soon as possible thereafter:

   (a) must elect a Chair, Vice-Chair, and Treasurer; and

   (b) may establish the following committees and their chairs:

       (i) Planning and Policy;
       (ii) Finance and Administration;
       (iii) Promotions and Programs; and
       (iv) other committees and their chairs as are deemed necessary.

PART FIVE: OPERATION OF THE COMMISSION

5.1 The Commission may adopt rules of procedure which are consistent with the Local Government Act, the Community Charter, the Council Procedure Bylaw or this bylaw, as necessary.

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.

5.3 A quorum of the Commission is five members.

5.4 The Commission must meet not less than six times each calendar year, unless otherwise directed by Council.

5.5 The Chair, or any two members, may call a special meeting of the Commission by giving at least four days notice in writing to each member, stating the purpose for which the meeting is called.

5.6 All members of the Commission, excluding the Council member, may vote on motions before it, and where the votes of the members present for and against any motion are equal, such motion is defeated.

5.7 Any member present at a meeting who abstains from voting is deemed to have voted in the affirmative.

5.8 The Chair must preserve order and decide all points of order which may arise, subject to an appeal from the other members present, and all such appeals must be decided without debate.
5.9 All motions before the **Commission** must be decided by a majority of the members present.

5.10 No act or other proceedings of the **Commission** are valid unless authorized by resolution at a meeting of the **Commission**.

5.11 The minutes of the proceedings of each meeting of the **Commission** must:
   - (a) be maintained as directed by the **Director, City Clerk’s Office**;
   - (b) be presented to the Commission for adoption; and
   - (c) following each Commission meeting, when signed by the Chair or member presiding, be forwarded to the **Director, City Clerk’s Office** for custody.

5.12 A staff liaison may be appointed by the General Manager, Urban Development to attend all meetings and provide advice, guidance and information to the **Commission**.

5.13 The **Commission** may hire consultants, based on its approved budget, to assist in implementing the duties specified in Part 3.

**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.”

PART SEVEN: INTERPRETATION

7.1 In this bylaw:

CITY means the City of Richmond.

COMMISSION means the Richmond Heritage Commission designated as a community heritage commission under section 597 of the Local Government Act.

COUNCIL means the Council of the City.

COMMUNITY HERITAGE COMMISSION means the Richmond Heritage Commission established under section 143 of the Community Charter.

DIRECTOR, CITY CLERK’S OFFICE means the Corporate Officer appointed by Council and assigned responsibility for corporate administration of the City under Section 148 of the Community Charter.

PART EIGHT: PREVIOUS BYLAW REPEAL

8.1 Heritage Commission Establishment Bylaw No. 6873 (adopted on November 23rd, 1998) is repealed.
PART NINE: CITATION

9.1 This bylaw is cited as "Richmond Heritage Commission Bylaw No. 7906".