



## TOWN OF VIEW ROYAL

### BYLAW NO. 1155

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#### A BYLAW TO AMEND PROCEDURE BYLAW NO. 677, 2007

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The Council of the Town of View Royal, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Procedure Bylaw No. 677, 2007, Amendment Bylaw No. 1155, 2025".
2. Procedure Bylaw No. 677, 2007 is hereby amended as follows:

- a.) By including the following definition in alphabetical order under Section 3:

**"Consent Agenda"** means the portion of the Regular Council Meeting agenda which allows non-controversial routine items which do not require discussion or debate to be grouped together and dealt with by means of a single resolution.

- b.) By deleting Section 6 b) and Section 6 b) (i) in their entirety and replacing with the following:

#### **6.0 Location and Time of Meetings**

- b) Council meetings shall commence at 6:00 p.m. or immediately upon termination of a scheduled public hearing on the first and third Tuesday of each month, unless:

- (i) such Tuesday falls on a holiday, in which case the Council shall meet after the holiday at 6:00 p.m. on the first day that is not a holiday;

- c.) By deleting Section 18 b) in its entirety and replacing with the following:

#### **18.0 Calling Meeting to Order and Quorum**

- b) A minimum of four Council members constitutes a quorum.

- d.) By deleting Section 20 a) in its entirety and replacing with the following:

#### **20. Order of Proceedings and Business**

- a) The order of proceedings (agenda) at all regular meetings shall be as follows:

1. Call to Order
2. Approval of Agenda
3. Public Participation Period  
(excluding items which are or have been the subject of a public hearing)
4. Bylaws
5. Mayor's Report
6. Petitions & Delegations
7. Staff Reports
8. Business Arising from Previous Minutes
9. Correspondence
10. Consent Agenda
11. Consideration of Matters Moved from Consent Agenda
12. New Business
13. Question Period
14. Motions & Notices of Motion
15. Closed Meeting Resolution (if required)
16. Rising Report
17. Adjournment

e.) By adding directly following Section 20 as Section 21:

**21.0 Consent Agenda**

- a) The Corporate Officer may prepare a consent agenda for any regular Council meeting.
- b) Council members may vote on and adopt in one motion all recommendations appearing in a consent agenda.
- c) A Council member may make a request to remove an item from the Consent Agenda for the purpose of:
  - i. Debate or discussion
  - ii. Voting in opposition to recommendations in the consent items; or
  - iii. Declaring a conflict of interest.
- d) If a Council member requests that an item be removed from the consent agenda and no other Council member objects, the item will be dealt with as Consideration of Matters Moved from Consent Agenda.

f.) By deleting Section 32 a) in its entirety and replacing with the following:

**32.0 Meeting Termination and Adjournment**

- a) Council shall always terminate the meeting proceedings at the hour of 9:00 p.m., if still in session at that hour, unless otherwise determined by an affirmative vote of at least two thirds of the members of Council then present.

g.) By deleting Section 35 b) in its entirety and replacing with the following:

**35.0 Regular Committee of the Whole Meetings**

- b) Committee of the Whole meetings must be held in the Town Hall on the second Tuesday of each month commencing at 6:00 p.m.

h.) By deleting Section 37 in its entirety and replacing with the following:

**37.0 Committee of the Whole Proceedings**

- a) The order of proceedings (agenda) at all regular meetings shall be as follows:
  - 1. Call to Order
  - 2. Approval of Agenda
  - 3. Minutes, Receipt & Adoption of
  - 4. Public Participation Period
  - 5. Petitions & Delegations
  - 6. Reports
    - a) Staff Reports
    - b) Portfolio Reports
  - 7. New Business
  - 8. Question Period
  - 9. Adjournment

i.) By removing all references of "Clerk" within the bylaw and replacing with "Corporate Officer".

j.) By renumbering Sections 21 through 41 to Sections 22 through 42.

Procedure Bylaw No. 677, 2007, Amendment Bylaw No. 1155, 2025

READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF JUNE, 2025.

READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF JUNE, 2025.

READ A THIRD TIME THIS 3<sup>rd</sup> DAY OF JUNE, 2025.

ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CORPORATE OFFICER AND SEALED  
WITH THE SEAL OF THE TOWN OF VIEW ROYAL THIS                      DAY OF                      , 2025.

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MAYOR

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CORPORATE OFFICER