

# TOWN OF VIEW ROYAL



## PETITION & DELEGATION INFORMATION PACKAGE

The information contained in this package for your information and reference:

- a)** information on addressing Council as a Petition and Delegation
- b)** Petition and Delegation form
- c)** Procedure Bylaw No. 677, 2007
- d)** Council/Committee of the Whole meeting calendar

## Addressing Council

### Delegations:

Delegation is the term used to when an individual or group appears before Town Council to make a presentation. The presentation may be a request for action; to bring Council up to date on a project, idea or concept; or to provide further information on a current issue that is before Council for decision. Council typically hears from the public during regular Council meetings however, delegations may also be heard at Committee of the Whole meetings.

Regular Council meetings are held at the Town Hall Council Chambers the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays every month with the exception of August and only the 1<sup>st</sup> Tuesday of the month in December. As well, there are no meetings in the month of a local government election. Please refer to the Council/Committee of the Whole meeting calendar which is attached to this information package.

The process is governed by the Procedure Bylaw No. 677, 2007. Section 25 (g) states that the Corporate Officer is granted the authority to schedule delegations according to the nature and priority of the subject matter. Every effort is made to accommodate the date requested. The Corporate Officer may refuse a delegation request if the matter is outside the jurisdiction of the Town of View Royal.

### How to get onto a meeting agenda:

All persons wishing to present to Council are asked to submit a written request using the Petition and Delegation form provided on either the Town website, by email or in person at the Town Hall. The written request should specify the date at which the delegation wishes to appear, petitioner name, the organization the petitioner is presenting on behalf of (if applicable), and residential address of petitioner. The submission must be complete and clearly state the main points that will be made to Council and/or the request for Council. **Any supporting material or documentation must accompany the submission, this includes all presentations (i.e. PowerPoint, etc.).** Please keep in mind that petition and delegation requests must be received by 12:00 noon on the Wednesday preceding the meeting date and submitted to the attention of the Corporate Officer or Deputy Corporate Officer. This time restriction allows staff to prepare the upcoming agenda package.

Each delegation may speak for a maximum of ten (10) minutes unless Council extends or reduces the time by unanimous resolution. After the presentation is made, time will be given for Council members to ask questions of the delegation but will not enter into debate. However, no commitments will be made by members of Council and matters that require action may be referred to a future meeting or to staff.

Delegations will not be permitted to address Council concerning a bylaw where a public hearing has been held or the bylaw has not yet been adopted.

Please note where a delegation has addressed Council on a particular matter, if a subsequent request to address Council is received from the same delegation on the same matter within three (3) months of having addressed Council, and no significantly new information is to be provided, the Corporate Officer may refuse to place the delegation on the agenda, but will circulate the information submitted to Council under separate cover.

The Deputy Corporate Officer will respond to the request in writing, by email or telephone to confirm the date of the meeting at which the delegation is scheduled.

### Tips for Addressing Council:

The Mayor will invite delegations to speak according to the order shown on the agenda. Only the speaker at the podium will be addressed, and if there is a delegation of more than one person, the delegation should identify the representative who will speak on their behalf.

When speaking to Council, use “Your Worship” to directly address the Mayor and “Councillor”, followed by their last name when addressing a specific Council member. State your name clearly for the record and indicate any related professional affiliation “My name is ...representing...” State the purpose of your address, “I would like to ...” speak within the time allotted and ensure the information you provide is related to the item on the agenda. Ending with “This concludes my comments, Your Worship” or similar concluding message advises Council that you are finished your presentation.

Your comments are to be directed to the Chair, typically the Mayor and not to either audience members in the public gallery or staff.

Questions from Council:

The Mayor will invite Council members to ask any questions of the speaker. Again, you will address the Mayor in your response, not individual Council members.

Please ensure you answer the question as directed by Council and do not engage in a debate. If there are no further questions, the Mayor will thank you for your comments after which time you may leave the meeting.

Helpful suggestions:

- Arrive 15 minutes in advance of the meeting start time
- Turn off cell phones and pagers
- Be prepared
- Speak clearly
- Keep presentations brief and to the point
- Provide the Corporate Officer with any relevant notes if they have not been included in your original written submission
- Presentations are to be provided at the time of your application submission by email or be on a CD, DVD or a flash drive/memory stick.

For further information:

Deputy Corporate Officer  
45 View Royal Avenue  
Victoria, BC V9B 1A2

Phone: 250-479-6800

Email: [info@viewroyal.ca](mailto:info@viewroyal.ca)



## TOWN OF VIEW ROYAL PETITION & DELEGATION REQUEST FORM

\*Before completing this form, please refer to the Petition & Delegation Information Package

Request to appear on: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Year Month Day

Council (6:00 p.m.)

**OR**

Committee of the Whole (6:00 p.m.)

Anyone wishing to be placed on an agenda to address Council or Committee of the Whole may apply by delivering a request in writing to the Corporate Officer or Deputy Corporate Officer by 12:00 noon on the Wednesday preceding the meeting date by completing this application form. Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month with the exception of August; and only the 1<sup>st</sup> Tuesday of the month in December, and the Committee of the Whole meetings are held on the 2<sup>nd</sup> Tuesday of the month with the exception of August.

**Each delegation is limited to ten (10) minutes unless extended or reduced by unanimous resolution of Council members present.**

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

On Behalf of: \_\_\_\_\_  
(Organization, Business, Self, etc.)

Mailing Address: \_\_\_\_\_

Local Street Address: \_\_\_\_\_

Details of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(provide additional information as an attachment if required)

I plan to attend: In-person **OR** Online via Microsoft Teams

\*(should you plan to attend online, a guest presenter link will be sent to you upon staff confirmation of your attendance)

I plan to have a presentation: Yes **OR** No

\*(please note all presentations must be in Adobe PDF or PowerPoint format and submitted separately with this completed form)

**NOTE:** Council and Committee of the Whole meetings are public meetings. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public. The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The agenda is posted on the public notice board at the Town Hall and on the Town's website [www.viewroyal.ca](http://www.viewroyal.ca).

Please return completed form to the attention of the Deputy Corporate Officer by fax to 250-727-9551, by email to [info@viewroyal.ca](mailto:info@viewroyal.ca) or in person to View Royal Town Hall, 45 View Royal Avenue, Victoria, BC V9B 1A2



## TOWN OF VIEW ROYAL

### PROCEDURE BYLAW NO. 677, 2007

As Amended by Amendment Bylaws No. 718, 823, 1042, 1074, 1109 and 1155

#### CONSOLIDATED FOR CONVENIENCE ONLY

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### A BYLAW TO ESTABLISH THE RULES OF PROCEEDINGS FOR THE COUNCIL OF THE TOWN OF VIEW ROYAL PURSUANT TO THE *COMMUNITY CHARTER*

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

## PART 1 – INTRODUCTION

### 1.0 Repeal

Town of View Royal Procedure Bylaw No. 642, 2006 is hereby repealed.

### 2.0 Citation

This Bylaw may be cited for all purposes as “Procedure Bylaw No. 677, 2007”.

### 3.0 Interpretation

In this Bylaw, unless the context otherwise requires:

<b>“Consent Agenda”</b>	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. <i>(Amendment Bylaw No. 1155, 2025)</i>
<b>“Council”</b>	shall mean the Council of the Town of View Royal;
<b>“Electronic meeting”</b>	means a meeting where all members of Council may participate electronically (e.g., videoconference, audioconference, or telephone). <i>(Amendment Bylaw No. 1074, 2021)</i>
<b>“Electronic participation”</b>	means a hybrid meeting where some members of Council attend in person and other members attend by electronic means. <i>(Amendment Bylaw No. 1074, 2021)</i>
<b>“Emergency”</b>	means a present or imminent event that:  (i) Is caused by accident, fire, explosion or technical failure or by the forces of nature, and  (ii) Requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property. <i>(Amendment Bylaw No. 1042, 2020)</i>
<b>“Mayor”</b>	shall mean the Mayor of the Town of View Royal;

<b>“Presiding Member”</b>	shall mean the Mayor or the Acting Mayor or the Chairperson of the Town of View Royal;
<b>“Public Notice Posting Place”</b>	shall mean the public notice board located at the Town Hall;
<b>“Special Meeting”</b>	shall mean a Council meeting other than a statutory, regular, standing or adjourned meeting;
<b>“Town”</b>	shall mean the Town of View Royal;
<b>“Town Hall”</b>	shall mean the View Royal Town Hall located at 45 View Royal Avenue, Victoria BC.

#### **4.0 Application of Rules of Procedure**

- a) The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole and all standing and select committees of Council, as applicable.
- b) In all cases not provided for in this Bylaw or the *Community Charter* or the *Local Government Act*, the proceedings of the Council shall be governed by Robert’s Rules of order.

## **PART 2 – COUNCIL MEETINGS**

#### **5.0 Inaugural Meeting**

- a) Following a general local election, the first Council meeting shall be held on the first Tuesday in December in the year of the election.
- b) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in Section 5.0 a), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

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

- a) Regular meetings of Council must take place within the Town Hall except as provided for in Section 11.0.
- 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; or  
(Amendment Bylaw No. 1155, 2025)
  - (ii) such Tuesday is in the month scheduled for a local government Mayoral and/or Councillor election in the Town; or
  - (iii) the meeting is cancelled by the Mayor, or by a resolution of the Council;  
  
and at other times in accordance with the notice of a meeting as may be set out in:
  - (iv) a resolution passed at the meeting of the Council that a meeting will be held at date, time and place specified in the resolution; or

- (v) a notice made pursuant to Section 127 of the *Community Charter* that a meeting is to be held at the date, time and place specified in the notice.  
(Amendment Bylaw No. 823, 2012)

## **7.0 Notice of Regular Meetings**

- a) At least seventy-two (72) hours before a regular meeting of Council, the Corporate Officer must give public notice of the date, time and place of the meeting by way of a notice on the public notice board at the Town Hall.
- b) At least seventy-two (72) hours before a regular meeting of Council, the Corporate Officer must give further public notice of the meeting by:
  - (i) posting a copy of the agenda on the public notice board at the Town Hall; and by
  - (ii) leaving a copy of the agenda at the reception counter at the Town Hall for the purpose of making it available to members of the public.
- c) At least seventy-two (72) hours before a regular meeting of Council, the Corporate Officer must ensure that a printed copy of the agenda material is available in the inbox of each member of Council at the Town Hall.

## **8.0 Special Meeting**

For purposes of this bylaw a special meeting is a Council meeting other than a statutory, regular, standing or adjourned meeting.

The Mayor or, in the absence of the Mayor, the Acting Mayor may at any time summon a special meeting of the Council, and the Mayor shall summon a special meeting upon the written request of two or more members of the Council.

## **9.0 Special Meeting Request**

Two or more Council members may, in writing, request the Mayor to call a special Council meeting.

- a) If within twenty-four (24) hours after receiving a written request, no arrangements are made for a special Council meeting to be held within the next seven (7) days, or the Mayor and Acting Mayor are absent or otherwise unable to act, then two or more Council members may call a special Council meeting.
- b) If a special Council meeting is called under subsection (a), the Council members calling the meeting must sign the notice under Section 10.0 in place of the Mayor.

## **10.0 Notice of Special Meetings**

- a) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127 (4) of the *Community Charter*, at least twenty-four (24) hours before a special meeting of Council, the Corporate Officer must give a notice that:
  - (i) includes the date, time and place of the meeting; and
  - (ii) includes a description in general terms regarding the purpose of the meeting; and
  - (iii) is signed by the Mayor or the Corporate Officer.
- b) Where a special meeting is called and where notice may be waived by a unanimous vote under section 127 (4) of the *Community Charter*, the Corporate Officer shall use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting on the public notice board at the Town Hall.



### **11.0 Meetings Outside of Municipality**

Council may hold the following meetings, hearings and other proceedings outside of the boundaries of the municipality:

- (a) Council meetings;
- (b) Council committee meetings;
- (c) other public meetings conducted by or on behalf of Council or a Council committee;
- (d) Council hearings that are required by law or authorized by an enactment;
- (e) Council proceedings in which a person is entitled under the *Community Charter* to make representations to Council.

### **12.0 Electronic Participation in Case of Emergency or Special Circumstances**

- (1) Regular Meetings, Special Meetings, Regular Committee of the Whole Meetings, and Advisory Committee Meetings may be conducted by electronic or other communication facilities.

*(Amendment Bylaw No. 1109, 2022)*

## **PART 3 – MAYOR AND DESIGNATION**

### **13.0 Mayor**

The Mayor, being the Chief Executive Officer of the Town of View Royal, has all the rights and privileges of a member of the Council over which he/she shall preside and shall have and perform such powers and duties as may be given to and required by law.

### **14.0 Acting Mayor**

- a) At the first regular Council meeting following a general local election, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act.
- c) Each Councillor designated under Section 13.0 a) must fulfill the responsibilities of the Mayor in his or her absence.
- d) If both the Mayor and the member designated under Section 13.0 a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- e) In the event the office of the Mayor becomes vacant, the Council members shall appoint a member to the position of Acting Mayor and such Acting Mayor shall continue in office until such time as another Mayor shall have been elected or appointed.
- f) The member designated under Section 13.0 a) or chosen under Section 13.0 c) or appointed under Section 13.0 d) has the same powers and duties as the Mayor in relation to the applicable matter.

## PART 4 – COUNCIL PROCEEDINGS

### 15.0 Community Charter Provisions

Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Part 4 Division 3 (Open Meetings) and Part 5 Division 2 (Council Proceedings).

### 16.0 Attendance at Public Meetings

- a) Except where the provisions of Sections 90 and 133 (1) of the *Community Charter* apply, all Council meetings must be open to the public.
- b) Before closing a Council meeting or part of a Council meeting to the public (a closed meeting shall be called an in-camera meeting), Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) The following resolution would be passed as the final item of business (Section 19.0 a), point 14) of the regular open meeting of Council:

“There is a need to have a meeting closed to the public and persons other than the immediate members of Council, officers and employees of the Town, and those identified under Section 91 (2) of the *Community Charter* shall be excluded from attendance on the basis of Section 90 (*indicate subsection here*) of the *Community Charter*.”

- d) The Council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.
- e) Section 15.0 applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including without limitation:
  - (i) select or standing committees of Council and any other committee composed solely of Council members acting in that capacity;
  - (ii) a body that under the *Community Charter*, *Local Government Act*, or another Act may exercise the powers of the Municipality or Council;
  - (iii) the Board of Variance;
  - (iv) advisory committees, or another advisory body, established by Council.

### 17.0 Minutes of Meetings

- a) Minutes of Council meetings must be:
  - (i) legibly recorded; and
  - (ii) certified as correct by the Corporate Officer.
  - (iii) signed by the Mayor or Acting Mayor.
- b) Subject to Section 16.0 c), and in accordance with Section 97 (1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at Town Hall during its regular office hours.
- c) Section 16.0 b) does not apply to minutes of a Council meeting or that part of a Council

*(Amendment Bylaw No. 823, 2012)*

meeting from which persons were excluded under Section 90 of the *Community Charter*.

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

- a) As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the members to order.
- b) A minimum of four Council members constitutes a quorum.  
(Amendment Bylaw No. 1155, 2025)

#### **19.0 Adjourning Meeting Where No Quorum**

Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the Corporate Officer shall:

- a) Record the names of the members present and those absent; and
- b) Adjourn the meeting until the next scheduled meeting.

#### **20.0 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  
(Amendment Bylaw No. 1155, 2025)
- b) The agenda for the meeting shall reflect the order in section 19.0 a) and the business shall in all cases be taken in that order, unless otherwise determined by a majority vote of the Council members present without debate.

#### **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.

*(Amendment Bylaw No. 1155,. 2025)*

## **22.0 Late Agenda Items**

An item not included on the agenda shall not be considered at a meeting of Council unless introduction of the late item is approved by resolution adopted by a majority vote of all members present.

## **23.0 Minute Approval and Correction**

- a) Minutes of previous meetings (Section 19.0 a), point 3) may be approved either as circulated or as amended.
- b) The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for approval.

## **24.0 Voting at Meetings**

The following procedures apply to voting at Council meetings:

- a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members by stating:  
  
"Those in favour of the question?" (or amendment, as the case may be) And then "Those of the contrary opinion?" (or words to like effect).
- b) After the presiding member puts the question to a vote, a member must not speak to the question or make a motion concerning it.
- c) Members of Council shall then vote by raising the right hand.
- d) A Council member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- e) If the votes of the members of Council are equal for and against a question, the question shall be negative and the presiding member shall so declare.
- f) When the supporters and opponents of the question or amendment have given their vote for and against the same, the presiding member shall declare the result.
- g) The names of those who voted for or against a question shall be entered in the minutes and the Corporate Officer or the presiding member may read the names in order that any mistakes may be rectified.

## **25.0 Delegations**

- a) Individuals or organizations wishing to address Council as a delegation under "Petitions and Delegations" are required:
  - (i) to complete and submit, prior to 12:00 noon on the Thursday preceding the Council meeting, the proper form;
  - (ii) to submit in conjunction with the form described in section 23 a) (i), any supporting material or documentation to accompany the presentation;

- (iii) notwithstanding the above, persons may register as a “late delegation” to address Council on matters that appear on that meeting’s agenda, by completing and submitting the form described in section 23 a) (i) no later than 4:00 p.m. on the Tuesday preceding the Council meeting; a unanimous resolution of members of Council is required to entertain a “late delegation”;
  - (iv) to limit their presentation to a maximum of fifteen (15) minutes unless extended or reduced by a unanimous resolution of members of Council;
  - (v) to limit their presentation to issues that are within the jurisdiction of Council; and
  - (vi) to limit their presentation to only matters specified in the form described in section 23 a) (i); a unanimous resolution of members of Council is required to vary this provision.
- b) Where a public hearing is required under an enactment as a pre-requisite to the adoption of a bylaw, Council must not permit a delegation to address a meeting of Council regarding the bylaw in respect of which a public hearing has been held but where Council has not yet considered other bylaw reading subsequent to the public hearing.
- c) Members of Council may ask questions of the delegation through the presiding member, but must not enter into debate.
- e) No commitments are to be made by members of Council; matters that may require action may be referred to a future meeting or to staff.
- f) Where a delegation has addressed Council on a particular matter, if a subsequent request to address Council is received from the same delegation on the same matter within three (3) months of having address Council, and no significantly new information is to be provided, the Corporate Officer may refuse to place the delegation on the agenda, but will circulate the information submitted to Council under separate cover.
- g) The Corporate Officer may schedule a delegation to a Council meeting or committee as deemed appropriate according to the subject matter of the delegation.
- h) Every petition to be presented to Council must be filed with the Corporate Officer and must include the signature and the legibly printed name and residential address of each petitioner.

*(Amendment Bylaw No. 823, 2012)*

## **26.0 Public Participation**

- a) “Public Participation” is limited to thirty (30) minutes and “Question Period” is limited to fifteen (15) minutes, unless extended or reduced by a unanimous resolution of members of Council.
- b) Individuals wishing to address Council under “Public Participation” or questions in “Question Period” by providing their name and address;
  - (i) begin their statements in “Public Participation” or questions in “Question Period” by providing their name and address;
  - (ii) limit their statements in “Public Participation” to matters that appear on that meeting’s agenda;
  - (iii) limit their statements in “Public Participation” to no more than five (5) minutes and questions in “Question Period” to no more than two (2) minutes, unless extended or reduced by a unanimous resolution of members of Council; and

- (iv) address their statements in “Public Participation” or question in “Question Period” through the presiding member and not to individual members of Council or staff.
- c) Where a public hearing is required under an enactment as a pre-requisite to the adoption of a bylaw, Council must not permit an individual addressing Council under “Public Participation” or “Question Period” to address a meeting of Council regarding the bylaw in respect of which a public hearing has been held but where Council has not yet considered other bylaw reading subsequent to the public hearing.
- d) Members of Council may ask questions of the individual through the presiding member, but must not enter into debate.
- e) No commitments are to be made by members of Council; matters that may require action may be referred to a future meeting or to staff.
- f) Upon the conclusion of the statements or questions, staff may provide additional information.

*(Amendment Bylaw No. 823, 2012)*

## **27.0 Conduct of Delegations and Individuals During Public Participation and Question Period**

- a) Delegations and individuals speaking during “Public Participation” or “Question Period” must:
  - (i) address the presiding member by the title of “Your Worship”, “Mayor” or “Chair” and must address all other members of Council as “Councillor”;
  - (ii) use respectful language;
  - (iii) not use offensive gestures or signs; and
  - (iv) adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

*(Amendment Bylaw No. 823, 2012)*

## **28.0 Conduct and Debate**

- a) Any Council member wishing to speak to a question shall address remarks to the presiding member.
- b) Members must address the presiding member by that person’s title of Worship, Mayor or Chairperson.
- c) Members must address other non-presiding members by the title Councillor.
- d) No member shall speak until recognized by the presiding member.
- e) When two or more members commence to speak, the presiding member shall name the member who, in his/her opinion, first spoke.
- f) Members speaking at a Council meeting must:
  - (i) use respectful language;
  - (ii) not use offensive gestures or signs;
  - (iii) speak only in connection with the matter being debated; and

- (iv) adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- g) If a member does not adhere to subsection 25.0 f):
  - (i) the presiding member may order the member to leave the member's seat; and
  - (ii) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
  - (iii) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- h) No member shall speak more than once on the same question without leave of the Council except in explanation of a material part of his/her speech which may have been misconstrued.
- i) Council members shall not exceed five (5) minutes when speaking or replying to any question.
- j) On an appeal by a Council member from the decision of the presiding member, the question shall be immediately put by the presiding member and decided without debate "shall the Chair be sustained?" and the presiding member shall be governed by the vote of the majority of the members then present, excluding himself/herself.
- k) If the presiding member refuses to put the question "shall the Chair be sustained?" the Council shall immediately appoint a member to preside temporarily and proceed in accordance with section 28.0 (Points of Order).

## **29.0 Motions**

- a) Any member desiring to bring before Council any new matter, other than a point of order or privilege, shall do so by way of a motion.
- b) Every motion shall be recorded, in writing, by the Recording Secretary and shall be seconded before being debated or put to the meeting.
- c) For purposes of clarifying intent, a motion may be stated by the presiding member who may call upon the Recording Secretary to read the same to the meeting prior to the same being opened for debate.
- d) After a motion is read or stated by the presiding member it shall be deemed to be in possession of the Council but may be withdrawn by Council at any time before decision or amendment.
- e) When any motion is under consideration, no other motion shall be received except:
  - (i) a motion to adjourn;
  - (ii) a motion to lay on the table;
  - (iii) a motion calling for the previous question;
  - (iv) a motion to definitely postpone;
  - (v) a motion to refer, including a motion to sit as a Committee of the Whole; or

- (vi) a motion to amend

and the said motions shall take precedence in the order set out in this clause:

- (vii) a motion for reference until it is decided shall preclude amendments of the main question; and
- (viii) a motion to the previous question which is debatable.

### **30.0 Notice of Motion**

- a) If any member present at the time a motion is presented, and before debate thereon, calls for notice of motion, then the motion shall be placed on the agenda of the next regular meeting.
- b) Any member may give notice of motion which he/she intends to present to Council by providing a written copy of such motion to the Recording Secretary during a meeting of Council and upon it being acknowledged by the presiding member it shall appear in the minutes of that meeting as "Notice of Motion" and be placed on the agenda of the next regular meeting of Council.

### **31.0 Points of Order**

- a) In a breach of order, points of order shall be raised at the time the breach of order occurs.
- b) After the motion has been discussed, it is too late to raise the question as to whether it was in order or for the presiding member to rule the motion is in violation of the law, or of these rules and orders of fundamental parliamentary procedure.

### **32.0 Conflict of Interest**

If a Council member attending a meeting considers that he/she is not entitled to participate in the discussion of a matter, or vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.

- a) After making a declaration the member:
  - (i) shall not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - (ii) shall immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
  - (iii) shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- b) When a declaration is made:
  - (i) The Recording Secretary shall record the member's declaration, the reasons given for it and the times of the member's departure, and if applicable, return;
  - (ii) The person presiding at the meeting shall ensure that the member is not present at the meeting at the time of any vote on the matter; and
- c) Whether or not a declaration is made under this section, if a Council member has a direct or indirect pecuniary interest in a matter, the member must not participate in the



discussion of the matter, vote on a question in respect of the matter, or attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

- d) This section does not apply where:
- (i) the pecuniary interest of the Council member is a pecuniary interest in common with electors of the municipality generally;
  - (ii) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service;
  - (iii) the matter relates to remuneration or expenses payable to one or more Council members in relation to their duties as Council members;
  - (iv) the pecuniary interest is so remote or insignificant that it cannot be regarded as likely to influence the member in relation to the matter; or
  - (v) the pecuniary interest is of a nature prescribed by regulation.

### **33.0 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.
- (Amendment Bylaw No. 1155, 2025)*
- b) Council meetings may be adjourned to a later date and time provided that no adjournment, with the exception of a Public Hearing, will be for a longer period than the next Regular Meeting.

## **PART 5 – BYLAWS**

### **34.0 Proceedings in Regard to the Passage of Bylaws**

- a) Every draft bylaw shall be printed before it is considered by the Council and a copy of such draft given to each member present.
- b) If a bylaw is introduced by a motion from a member of Council, that member shall introduce the bylaw by specifying its title and intended object;
- (i) the provisions of this section shall not apply to the introduction of any bylaw, the title of which is included in full on the agenda of the meeting at which the said bylaw is given its first reading and where the provisions of Section 31.0 a) hereof have been complied with.
- c) Every proposed bylaw, except a bylaw requiring a Public Hearing, may be introduced and given first, second and third readings in one motion.
- d) Bylaws requiring Public Hearings shall be provided two readings and may be introduced and given first and second readings in one motion.
- e) The introduction and readings of any bylaw shall be undertaken separately, if so requested by any member of Council.

- f) The readings of a bylaw may be given in short form.
- g) Where the Council resolves to consider a bylaw clause by clause such consideration shall be given at the second reading of the bylaw.
- h) The Municipal Corporate Officer shall endorse upon every bylaw the date of the readings and the date of final passage thereof.
- i) When a bylaw is reconsidered, the only motion necessary for the final passage shall be that the bylaw be finally adopted, signed by the Mayor and Municipal Corporate Officer and sealed with the Corporate Seal.

### **35.0 Bylaw Reconsideration**

- a) Without limiting the authority of a Council to reconsider a matter, the Mayor may require the Council to reconsider and vote again on a matter that was the subject of a vote.
- b) As restrictions on this authority under section 32.0 a):
  - (i) the Mayor may only initiate a reconsideration under this section at the same Council meeting as the vote took place, or within thirty (30) days following that meeting; and
  - (ii) a matter may not be reconsidered under this section if it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Council, or there has already been a reconsideration under this section in relation to the matter.
- c) On a reconsideration under this section, Council:
  - (i) must deal with the matter as soon as convenient; and
  - (ii) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- d) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

## **PART 6 – COMMITTEE OF THE WHOLE**

### **36.0 Regular Committee of the Whole Meetings**

- a) A meeting, other than a standing or select committee meeting, composed of, and only of, all members of Council who consider but do not decide on matters of the Town's business, is a meeting of the Committee of the Whole.
  - (i) Duties of the Committee of the Whole are to consider and report to a regular meeting of the Council, from time to time, on all matters referred by the Mayor or Council or coming within their purview and to recommend such action by the Council in relation thereto as they, the Committee, may deem necessary or expedient.
- 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.

*(Amendment Bylaw No. 1155, 2025)*

- c) Committee of the Whole meetings will not be held in the month scheduled for a local government Mayoral and/or Councillor election in the Town.

*(Amendment Bylaw No. 823, 2012)*

### **37.0 Notice of Committee of the Whole Meetings**

Proceedings for notice of Committee of the Whole meetings shall be same as notice of regular Council meeting proceedings and follow the rules and proceedings as set out in Section 7 of this Bylaw, titled, "Notice of Regular Meetings".

### **38.0 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

*(Amendment Bylaw No. 1155, 2025)*

## **PART 7 – ADVISORY COMMITTEES**

### **39.0 Advisory Committees**

- a) The Mayor or Council has the authority to appoint advisory committees, which membership shall consist primarily of volunteer representation from the community.
- b) Members to advisory committees will be appointed annually by the Mayor and Council, which committees will be determined on an annual basis, by Mayor and Council, together with definition of appropriate representation to any such committee established.

### **40.0 Approval of Proceedings**

The proceedings of any advisory committee are subject to approval of the Council.

### **41.0 Delegations**

- a) Individuals or delegations wishing to address an advisory committee under "Petitions and Delegations" on the agenda, are required to:
  - (i) complete and submit, prior to 12:00 noon on the Wednesday prior to the advisory committee meeting, the proper form;
  - (ii) submit in conjunction with the form any supporting material or documentation to accompany the presentation; and
  - (iii) limit their presentation to a maximum of ten (10) minutes per subject matter, unless extended by a unanimous resolution of members of the advisory committee.

- b) Notwithstanding Section 38.0 a),
  - (i) persons may register on the proper form as a “late delegation” to address the advisory committee on matters that appear on the agenda prior to the “Call to Order”; and
  - (ii) a majority vote of the advisory committee is required at the time of “Approval of Agenda” in order to entertain a “late delegation”.
- c) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the advisory committee
- d) Advisory committees, when responding to any delegation, are required to limit their discussion after a presentation to a maximum of five (5) minutes per subject matter – unless expanded or reduced by majority vote – and to focus discussion on the subject matter presented.

*(Amendment Bylaw No. 718, 2008)*

#### **42.0 Severability**

If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of the Bylaw shall be deemed to have been adopted without the severed portion.

*(Amendment Bylaw No. 718, 2008)*

READ A FIRST TIME THIS      19<sup>th</sup>    DAY OF      JUNE, 2007

READ A SECOND TIME THIS    19<sup>th</sup>    DAY OF      JUNE, 2007

READ A THIRD TIME THIS      19<sup>th</sup>    DAY OF      JUNE, 2007

ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CORPORATE OFFICER  
AND SEALED WITH THE SEAL OF THE TOWN OF VIEW ROYAL THIS 3<sup>rd</sup> DAY OF  
JULY, 2007.

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MAYOR

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CORPORATE OFFICER



## 2025 MEETING SCHEDULE

### Council & Committee of the Whole Meetings

#### **Note: Meeting Time Change**

On July 2, 2025, View Royal Council adopted an amendment to the Procedure Bylaw. All Council and Committee of the Whole meetings will now begin at 6:00 p.m.

**Regular Council Meetings** - commence at 6:00 p.m. on the first and third Tuesday of the month, unless otherwise advertised.

**Committee of the Whole** – commence at 6:00 p.m. on the second Tuesday of each month, unless otherwise advertised.

	Council Meeting or Special Council Meeting
	Committee of the Whole
	Statutory Holidays or in lieu of Statutory Holidays – Town Hall Closed

January 2025							February 2025							March 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
																				1
			1	2	3	4							1	2	3	4	5	6	7	8
5	6	7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12	13	14	15
12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26	27	28	29
26	27	28	29	30	31		23	24	25	26	27	28		30	31					
April 2025							May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
													1	2						
		1	2	3	4	5	3	4	5	6	7	8	9		1	2	3	4	5	6
6	7	8	9	10	11	12	10	11	12	13	14	15	16	7	8	9	10	11	12	13
13	14	15	16	17	18	19	17	18	19	20	21	22	23	14	15	16	17	18	19	20
20	21	22	23	24	25	26	24	25	26	27	28	29	30	21	22	23	24	25	26	27
27	28	29	30	31			31							28	29	30				
October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
													1							
			1	2	3	4	2	3	4	5	6	7	8		1	2	3	4	5	6
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27
26	27	28	29	30	31		30							28	29	30	31			