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## The Rules of Procedure for Town Council Meetings By-Law

### 1. Title

This By-Law is entitled the “**The Rules of Procedure for Town Council Meetings By-Law for the Town of Victoria**” and may be referred to as the “**Rules of Procedure**”)

### 2. Authority

These Rules of Procedure are made under the authority of section 7(1)(a) of the ***Towns and Local Service District Act, as amended*** (the “**Act**”) and the *Town Council Meetings Rules of Procedure Regulations* promulgated thereunder.

### 3. Definitions

- 3.1. “**Council**” means the Town Council of the Town.
- 3.2. “**Councillor**” means an elected or previously elected member of the Town, including, the Mayor and Deputy Mayor.
- 3.3. “**Councillor in Office**” refers to any councillor who continues to hold elected office, including those who have requested and received an approved leave of absence and those who have been suspended from council as a result of an action taken under the Municipal Conduct Act.
- 3.4. “**Meeting**” means a regular, special meeting or emergency meeting of Council or a meeting of a committee of Council.
- 3.5. “**Point of order**” is a procedural motion drawing the chair's attention to a violation of the meeting's rules or established practices.
- 3.6. “**Town**” means the Town of Victoria.

### 4. Meeting Protocols

#### 4.1. Recording of Meetings

Meetings may be recorded by the town or by authorized media representatives, provided that such recordings are made in a manner that does not disrupt the proceedings. All recordings, whether audio or visual, must be identified at the beginning of the meeting, and individuals present must be made aware that the meeting is being recorded.

#### 4.2. Notifying Council

Notice of regular, special, and committee meetings shall be provided to councillors by electronic mail. Where confirmation of receipt by electronic mail is not obtained, notice shall be provided by telephone.

Notice shall be provided no less than twenty-four (24) hours prior to the scheduled meeting, unless the meeting is called on shorter notice in accordance with the Act.

The notice shall include the date, time, location, and agenda for the meeting.

The manner of notifying councillors shall, at a minimum, comply with section 292 of the Act.

Any changes or cancellations to scheduled meetings will be communicated promptly to all councillors through the same channels.

#### **4.3. Regular Meetings of Council**

In accordance with section 39 of the Act, Town Council shall, by resolution, approve annually a schedule of its regular meetings, which shall set out the date, time, and place of each regular meeting.

Town Council shall not schedule a regular meeting on a legal or civic holiday.

Where a regularly scheduled meeting falls on a legal or civic holiday, or where a meeting is cancelled due to unforeseen circumstances, an alternate date, time, and location for the meeting shall be established as soon as practicable.

Notice of the alternate meeting shall be provided to councillors and the public in accordance with the Act and these Rules of Procedure.

Meetings are not to exceed 2.5 hours in length.

#### **4.4. Special Meetings**

Special meetings of a town council shall be called by the Town Clerk upon the request of the mayor or upon the written request by any 2 councillors. A special meeting requires **24-hours'** notice.

In accordance with Section 38, a town council may not transact any business at a special meeting other than the business specified in the notice of the special meeting, unless all members of the town council present at the special meeting agree.

#### **4.5. Special Meeting (Emergency)**

Towns shall provide as much notice as reasonably practicable under the circumstances for an emergency meeting. A town council may only conduct business specified in the notice of the emergency special meeting. Examples of such circumstances include large system failures, extreme weather events, or natural disasters. The clerk must be present, and the Emergency Management Plan should be referenced.

#### **4.6. Closed Meetings**

A closed meeting must follow section 41(2)(c) of the Act. Council shall proceed immediately to consideration of the business for which the closed meeting was called, and only the business specified in the notice calling the meeting shall be dealt with, unless otherwise decided by majority vote.

**4.7. Presiding Officer** In accordance with sections 30 and 36 of the Act, the Mayor shall preside at all meetings of Town Council.

In the absence of the Mayor, the Deputy Mayor shall preside.

In the absence of both the Mayor and the Deputy Mayor, Town Council shall appoint a temporary chairperson from among the councillors present.

Where the Presiding Officer wishes to participate actively in debate on a motion, the Presiding Officer shall relinquish the Chair for the duration of the debate.

The Chair shall, for that purpose, be assumed by the Deputy Mayor, or, where the Deputy Mayor is unavailable or is the Presiding Officer, by an alternate chair appointed by Town Council.

Upon completion of the debate, the Presiding Officer may resume the Chair prior to the vote being taken, unless otherwise determined by Council.

#### **4.8. Meetings Open to the Public**

In accordance with section 39, 40, 41 and 292 of the Act, council and committee meetings shall be open to the public, unless it is held as a closed meeting or declared by a vote of the councillors present at the meeting to be a closed meeting.

Where a meeting is held as or declared to be a closed meeting, all members of the public present at the meeting shall leave.

Where a decision is made by the councillors at a closed meeting, the decision, in order to be valid, shall be ratified through the tabling of a formal motion and voted upon at a public meeting of council.

#### **4.9. Quorum**

**4.9.1.1.** A quorum is required at all times for all Meetings.

**4.9.1.2.** For regular or special meetings of Council, a majority of all Councillors in Office constitute a quorum, provided that there are at least three (3) Councillors in Office. Where there are less than three (3) Councillors in Office, quorum shall be as ordered by the minister.

**4.9.1.3.** For meetings of a committee of Council, a majority of all members of such committee shall constitute a quorum.

#### **4.10. Lack of Quorum**

If quorum is not present within 15 minutes after the time appointed for holding a meeting, the clerk shall call the roll and take down the names of the members present. The meeting shall then stand adjourned until the next regular meeting.

#### **4.11. Attendance**

Regularly scheduled public Council meetings are normally attended by the Mayor, councillors, the Town Clerk or designate, the Town Manager or designate, and a designate from the Fire Department.

Department Heads should be invited to attend regular or special Council meetings in their official capacity and are encouraged to attend when matters related to their responsibilities are being considered.

Department Heads and other Town employees shall attend meetings when requested by Council or the Town Manager.

For special meetings, emergency meetings, or closed meetings, Council will determine who is required or permitted to attend (example conflict of interest provisions).

#### **4.12. Attendance and Participation by Electronic Means**

##### **4.12.1. Use of Electronic Devices During Council Meetings**

Councillors may use electronic devices during Council meetings for purposes related to the conduct of Council business, including reviewing agendas, reports, and other meeting materials, provided that such use does not disrupt the meeting or detract from decorum.

#### 4.12.2. Attendance by Electronic Means

Councillors may attend council meetings by electronic means, provided they can both hear and be heard clearly and without interruption for the duration of the meeting. A functioning microphone and camera are required for any councillor participating electronically.

Councillors may attend no more than six (6) regular public council meetings per year through electronic participation.

For closed or privileged meetings, all electronic participation must occur through secure communication platforms to ensure confidentiality and prevent unauthorized access. The municipality will take all necessary steps to maintain the integrity and security of the meeting, especially when sensitive or confidential matters are being discussed.

### 5. Agenda

Before each regular council meeting, the Town Clerk will prepare an agenda outlining all items of business to be discussed. This agenda will be provided to all councillors at least forty-eight (48) hours before the meeting. Councillors may submit items for inclusion on the agenda to the Town Clerk up to two (2) days prior to the meeting. The final agenda will be posted on the Town's website at least twenty-four (24) hours before the meeting.

#### 5.1. General Agenda Format

The general format of the agenda should be as follows:

**Calling of Meeting to Order:** The chairperson officially starts the meeting, ensuring all members are present and ready to proceed.

**Adoption of Minutes:** The council reviews and approves the minutes from the previous meeting, confirming their accuracy.

**Adoption of the Agenda:** The council reviews and approves the agenda for the current meeting, ensuring all items to be discussed are listed and agreed upon.

**Business Arising:** Discussion of any ongoing issues or matters that were previously addressed but require further action and/or motions.

**Committee Reports:** Reports from various committees within the council, summarizing their activities, findings, and motions or recommendations.

**Correspondence:** Review and discussion of any written communications received by the council, including letters, emails, and other documents.

**Finances:** Examination of financial matters, including budgets, motion consideration, updates from town staff, expenditures, and financial reports, ensuring fiscal responsibility and transparency.

**By-Laws/Policy:** Review, discussion, and approval of new or amended by-laws/policies that govern the municipality.

**General Business:** Addressing various items of business that do not fall under other specific categories, allowing for a broad range of topics and any additional motions to be discussed.

**Notice of Motion:** Is an opportunity for council to request motions to be presented at future public meetings, giving staff and council members time to prepare.

**Delegations:** Scheduled presentations or statements from individuals or groups who wish to address the council on specific topics.

**Adjournment:** Officially ending the meeting, ensuring all agenda items have been addressed and setting the time for the next meeting.

## **5.2. Agenda Package – Following Declaration of Conflict of Interest**

Where a councillor declares a conflict of interest in accordance with Section 6 of the **Municipal Conduct Act**, municipal staff shall take all reasonable steps to ensure that the councillor does not receive or have access to any materials—whether written or digital related to the matter in question. This includes, but is not limited to:

- Legal opinions
- Reports or memos
- Correspondence
- Meeting minutes or recordings
- Presentation materials.

The Town Clerk will reasonably attempt to redact and withhold information to uphold the integrity of the conflict-of-interest process and protect the municipality from perceived or actual bias.

Should a councillor, who has declared a conflict of interest inadvertently receive any related information, they should immediately notify the Town Clerk.

## **5.3. Access to Information for Conflicted Councillors**

A councillor who has declared a conflict of interest may, similar to any member of the public, request access to relevant documents through:

- Section 50 of the Act, which provides for public inspection of municipal documents, and
- The **Access to Information and Protection of Privacy Act, 2015**, by submitting a formal access to information request.

## **6. Record of Minutes**

Council minutes, the official records of council meetings, are not intended to capture every word spoken. Instead, they typically summarize key points, decisions, and actions taken. Unless specifically required, recording everything word-for-word is generally unnecessary for the purposes of the minutes.

Minutes of meetings of council shall be recorded by the Town Clerk or acting Town Clerk. Such minutes shall contain:

- All motions coming before council, including the names of the movers and seconders.
- The names of all council members voting in favour or against each motion, and the names of those abstaining, due to a declared conflict of interest, shall include the rationale and recorded time.
- The title or brief description of all reports, petitions, and other documents submitted to council. Reports accepted by council shall be attached to the minutes.
- The formal resolution which formalizes the decision of council as a specific resolution number.

### **6.1. Correction of Minutes**

If a council member objects to any part of the minutes from the previous meeting, they must express their reasons for the objection. If the council agrees, the motion to adopt the minutes will include the necessary corrections. If they do not agree, the objection will be recorded.

## **6.2. Order and Decorum**

The presiding officer at each meeting is responsible for maintaining order during discussions and ensuring decorum at all times.

## **6.3. Entitlement to Speak**

A member may address Council only after being recognized by the Presiding Officer. No member shall speak unless they have been given the floor.

Only one member may speak at a time. A member who speaks without recognition, or who interrupts another member who has been recognized by the Presiding Officer, is out of order and may be directed to cease speaking.

Where more than one member seeks recognition before the floor has been assigned, the Presiding Officer shall determine which member, if any, is recognized to speak.

The Presiding Officer shall regulate the order of debate on a motion and may alternate recognition, where practicable, in order to ensure a fair and orderly discussion.

## **6.4. Call to Order**

The presiding officer may call a member to order while debate is in progress. The debate shall then be suspended, and the member called to order shall not speak again until the point of order has been decided.

## **6.5. Appeal on a Point of Order**

The decision of the presiding officer on a point of order is subject to an appeal to council which is to be decided by majority vote without debate.

## **6.6. Member Speaking not to be Interrupted.**

When a member is speaking or a question is being put, no member shall hold any private discourse or make any noise or disturbance or interrupt a speaker, except to raise a point of order, explain, or ask a question.

This kind of guideline is essential for maintaining order and ensuring that discussions are respectful and productive.

## **6.7. Length of Debate**

No member shall speak for more than five (5) minutes at a time or more than once on any motion or amendment, unless granted permission by the presiding officer. The mover of a motion may speak twice, after which the debate shall be conclude and the question shall follow the debating procedures (section 7).

## **6.8. Disorderly Persons**

The presiding officer has the authority to direct any disorderly individual—whether a member of the public, an employee, or a councillor—to leave the council meeting. The presiding officer may call a brief recess to allow the meeting to resume without the disorderly individual(s) present.

If a person is asked to leave, the reason for their removal must be recorded in the meeting minutes. Ensuring the safety of the public and municipal officials is essential, and all municipal officials must follow applicable Occupational Health and Safety (OHS) procedures.

A person who is directed to leave a meeting under this section may be prohibited from attending the next public council meeting.

## **6.9. Media Present**

The media present at any meeting shall be acknowledged by the chairperson at the start of the meeting. All media representatives are required to identify themselves by name and organization before recording or broadcasting any part of the meeting.

## **7. Debating Procedures**

### **7.1. Voting**

A motion or resolution before a town council shall be decided by a majority vote of the councillors in attendance at the meeting except where a vote of 2/3 of the councillors in office is required (See Annex A for a full list of 2/3 vote requirements).

All councillors, including the mayor, must vote unless in conflict of interest. A councillor shall not abstain from voting on a motion before the town council unless the councillor is required to abstain because of a conflict of interest under the **Municipal Conduct Act**.

### **7.2. No Secret Ballot**

No vote shall be taken in council by secret ballot with the exception of in respect to the matters contemplated in Sections 28 and 29 of the Act.

### **7.3. Reconsideration**

A Council decision may only be reconsidered if the motion to do so is made by a councillor who voted with the majority on the original decision.

Reconsideration should only be proposed when new or additional information becomes available that was not known at the time the original decision was made.

A notice of motion to reconsider must be given in advance so that councillors and the public are aware that the matter may be reopened.

If a majority of councillors present vote in favour of reconsidering the decision, the original matter will be brought back before Council, debated again, and voted on as if it were a new motion.

If Council changes a previous decision as a result of reconsideration, Council is encouraged to seek legal advice before acting on the new decision.

### **7.4. Tie Vote**

In accordance with section 44 of the Act, where there is a tie vote on a question, the question shall be considered to have been defeated.

## **7.5. General Rule for Motions**

Council business shall be brought forward by motion. Only one motion may be considered at a time unless otherwise permitted by these Rules of Procedure.

## **7.6. Motion to Postpone Indefinitely**

A motion to postpone indefinitely may be made to dispose of a matter without making a decision on its merits.

- The motion shall not be amended.
- Debate shall be limited to whether the matter should be set aside.
- If adopted, the matter shall not be considered again during the same meeting.

## **7.7. Motion for a Delay**

A motion to delay consideration may be made to temporarily set aside a matter so that Council may deal with other business.

- The motion shall not be debated.
- If adopted, the matter may be taken up again later in the same meeting.
- The motion does not dispose of the matter.

## **7.8. Motion to Refer**

A motion to refer may be made to send a matter to a committee, staff, or another body for further review or a report.

- Debate shall be limited to the need for referral.
- The main motion may not be amended while the motion to refer is being considered.
- The referral may include instructions or a timeframe for reporting back to Council.

## **8. Motions**

All council motions should be drafted in affirmative language, specifying proposed actions or decisions to be undertaken. Motions should be clear to support productive debate.

### **8.1. Motions to be Seconded**

Every motion must be seconded before it can be debated. The name of the seconder shall be recorded in the minutes. A councillor who seconds a motion is not obligated to vote in favor of the motion during the debate.

### **8.2. Withdrawal of Motions**

When a motion has been moved and seconded, it cannot be withdrawn except with the permission of council and the mover and seconder, and then only before a decision has been taken or an amendment made.

### **8.3. Addressing the Motion**

Members of council should address their remarks to the presiding officer and continue themselves to the question at hand.

#### **8.4. Rereading of Motion**

Any member of council may require the question or motion under discussion to be read for information at any period during the debate, but not so as to interrupt a member speaking.

#### **8.5. Resolutions**

A formal motion of council becomes a resolution once it is debated, voted on, and approved by a majority of the council members. Section 38 of the Act addresses the formal adoption of resolutions and/or By-Laws, specifying the need for written records and outlining how resolutions are documented, underscoring their significance as the final expression of the council's decisions. All resolutions must be assigned a unique number in sequential order to ensure accurate historical reference and ease of retrieval.

#### **8.6. Motion to Adjourn**

A motion to adjourn the Meeting cannot be amended.

### **9. Committees**

#### **9.1. Authority to Form**

In accordance with 47 of the Act, council determines the structure of the committees.

The council has the discretion to determine how these committees are organized, including their composition, mandate, roles and responsibilities and procedures to be followed. A Committee of Council requires at least two (2) councilors to be appointed.

#### **9.2. Standing/Special Committees**

Standing and/or Special committees of council shall be appointed at the first council meeting of each year and can be reviewed as required by council. Standing or Special Committees only include council and staff.

#### **9.3. Committees Secretary**

The Town Clerk (or designate) should act as secretary to each committee of council.

#### **9.4. Committees Minutes**

Prior to the next meeting of the committee, the secretary shall prepare minutes, if required, of the previous meeting for submission to and confirmation by the committee.

#### **9.5. Committees Report**

If required, the secretary shall prepare for the chairperson a report from the committees on all matters which require council action.

#### **9.6. Committee Notice**

All committee meetings are open to the public. Committee meetings can be closed in accordance with section [41](#) of the Act. The manner for notifying the public must comply with section [292](#) of the Act.

## 10. Advisory Committees

Advisor committees shall remain in effect only until the purpose for which they were set up has been accomplished. Advisory committees will automatically expire at the end of each year, unless struck again by council. Advisory Committees can include non-council member and council members.

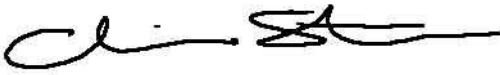

Advisory council meetings are not open to the public unless specifically authorized by Council.

## 11. Amendment of Rules

Any motion to amend these rules must be presented to Council must be passed by a two-thirds majority of councillors in office.

## 12. Effective Date

The effective date if this By-Law is May 1, 2026.

Official By-Law Information	
Date of Council Approval	April 9, 2026
Resolution identifier:	068-2026
Date of Advertisement	April 15, 2026
<b>I certify that the By-Law was approved by Council and published as indicated above.</b>	
Town Administrator:	
Town Clerk:	
Date:	April 15, 2026

**ANNEX: The Towns and Local Service District Act (the 'Act') 2/3 Voting Requirements, by part.**

The Act outlines specific voting requirements for various items within the Town Council and its operations. A 2/3 vote of the council is required for the following sections of the Act:

**Town Council**

Wards: Section 25(2) mandates a 2/3 vote for decisions regarding the establishment or alteration of wards.

Mayor's Election: Section 27(2) requires a 2/3 vote for decisions related to the election process of the mayor.

Remuneration and Expenses: Section 34(1) specifies that changes to the remuneration and expenses of council members must be approved by a 2/3 vote.

**Town Council Matters**

Plebiscites: Section 49(1) requires a 2/3 vote to initiate or approve plebiscites, allowing public voting on specific issues.

Private Services: Section 56(1) mandates a 2/3 vote for decisions concerning the provision of private services by the town.

**Staff**

Town Manager: Section 58(1) requires a 2/3 vote for the appointment or removal of the town manager.

Town Clerk: Section 66(1) states that a 2/3 vote is necessary for appointing or dismissing the Town Clerk.

Suspension: Section 73 requires a 2/3 vote for the suspension of staff members.

Dismissal: Section 74(1) mandates a 2/3 vote for the dismissal of town staff.

**Finance**

Expenditures in Excess of Budget: Section 87(1) requires a 2/3 vote for any expenditures that exceeds the approved budget.

Powers of Expenditure: Section 89(1) mandates a 2/3 vote for decisions related to the powers of expenditure by the council.

**Taxation**

Exemption, Remission, and Deferment: Section 115(1) requires a 2/3 vote for any changes in tax exemptions, remissions, or deferments.

Tax Agreements: Section 116 mandates a 2/3 vote for approving tax agreements.

**Liens and Arrears**

Uncollectable Debts: Section 148(1) requires a 2/3 vote to declare certain debts as uncollectable.

**Controls**

Sale or Lease of Property Valued at \$500 or More: Section 190 mandates a 2/3 vote for the sale or lease of property valued at \$500 or more.

Disposition of Property Valued at \$500 or More: Section 191 requires a 2/3 vote for the disposition of property valued at \$500 or more.