



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**”

2. Authority

Whereas section [7\(1\)\(a\)](#) of the **Towns and Local Service District Act** (the ‘Act’) requires that every council to adopt their rules of procedures for council meetings. The minimum standards are provided in the **Rules of Procedure for Town Council Meeting Regulations**.

3. Definitions

- 3.1.** “Councillor” means an elected or previously elected member of a town or city council, including, the Mayor and Deputy Mayor.
- 3.2.** “Councillor in Office” refers to a councillor, including those who have requested and received approval for a leave of absence from the council.
- 3.3.** “Quorum”: A quorum is required at all times for town council meetings and town council committee meetings. A majority of all councillors in office constitutes a quorum for a town council meeting provided that there are at least three (3) councillors in office.
- 3.4.** A “point of order” in a town council meeting is a procedural tool used by a councilor or presiding officer to draw attention to a violation of the meeting's rules or established practices.

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

Councillors shall be notified of regular, special, and committee meetings via email. In the absence of an email confirmation, the councillor will be contacted by telephone at least 24 hours prior to the scheduled meeting. The notice will include the meeting's date, time, location, and agenda.

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, a schedule of the regular monthly meetings shall be approved annually by resolution of the town council and shall set out the date, time and place of the regular meetings.

Town Council should avoid scheduling a Regular Meeting on a legal holiday.

Meetings are not to exceed 2 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 Section [30](#) and [36](#) of the Act, the Mayor shall preside at all meetings of council. In their absence, the Deputy Mayor shall preside. In the absence of both the Mayor and Deputy Mayor, council shall appoint a temporary chairperson.

If the Presiding Officer is activity debating a motion, the 'gavel' shall be passed to the Deputy Mayor or alternate.

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

In accordance with section [43](#) of the **Act**, where at least three (3) councillors are present—or a majority of council, whichever is greater—a quorum shall consist of a majority of all councillors currently in office.

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

For regular scheduled public council meetings, the Mayor, all councillors, the Town Clerk or designate, the Town Manager or designate, and a designate from the Fire Department shall attend. Department Heads and other Town employees will attend only when requested by Council or the Town Manager.

For all other special meetings, Council will determine who is required to attend.

4.12. 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 shall 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 **Towns and Local Service Districts 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 rational 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

If two or more members speak at the same time, the presiding officer shall determine which member is entitled to speak. The presiding officer shall determine the order in which council will speak on a motion, and this order can alternate in order to provide equal opportunity to speak on a matter.

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 Section [28](#) and [29](#) of the Act.

7.3. Reconsideration

Council can reconsider a decision should new or additional information become available. A notice of motion to reconsider must be given. If most members present vote in favor, the original question will be read again and discussed like a new motion. Should a decision be changed, it is recommended that council seek legal advice.

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. Motion to Postpone Indefinitely

A motion to postpone indefinitely shall not be amended, and when any question before council has been postponed indefinitely, it shall not be taken up again during the same meeting.

7.6. Motion for a Delay

A motion for a temporary delay allows council to temporarily set aside a matter under discussion, often to address more urgent business. The intention is to pause the discussion on a topic without debate, allowing council to focus on more pressing issues.

7.7. Motion to Refer

The "Motion to Refer" is used to send a matter to a committee or staff for further consideration or to another body for discussion which can prepare information in more detail and report back.

Council can discuss the merits of the referral, but they cannot amend the main motion until the referral is decided.

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. Links

The Town is not responsible for any third-party links included in this By-Law.

12. 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.

13. Effective Date

The effective date if this By-Law is 2026.

| Official By-Law Information | |
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| Date of Council Approval | |
| Resolution identifier: | |
| Date of Advertisement | |
| I certify that the By-Law was approved by Council and published as indicated above. | |
| Town Mayor: | |
| Town Clerk: | |
| Date: | |

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.

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