

**COUNCIL PROCEDURES BYLAW, AMENDMENT BYLAW**

**A BYLAW OF THE CITY OF VICTORIA**

The Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

1. This bylaw may be cited as the “Council Procedures Bylaw, Amendment Bylaw (2021) No. 21-074”.

**Amendments**

2. The Council Procedures Bylaw No. 16-011 is amended as follows:

- (1) Section 7 is repealed and replaced with the following section:

- “7
- (1) Council must establish and the City Clerk must make available to the public a schedule of the date, time and place of regular Council meetings.
  - (2) The City Clerk must give notice of the availability of the schedule referred to in subsection (1), at least once a year in accordance with section 94 and 127 of the *Community Charter*.”
  - (3) At least 48 hours before a regular Council meeting, the City Clerk must give advanced public notice of the date, time and place of that meeting by
    - (a) posting the agenda at the public notice board at City Hall,
    - (b) delivering copies of the agenda to each of the member of Council, and
    - (c) leaving copies of the agenda at a public counter at City Hall for the purpose of making the agenda available to members of the public.”

- (2) Section 9 is repealed and replaced with the following section:

- “9
- (1) For the purposes of this section, electronic participation in a meeting means participation by use of electronic, telephone, or other communication facilities that
    - (a) enable the meeting’s participants to hear and speak with each other, and
    - (b) enable the public to hear the participation of Council members during the part of the meeting that is open to the public.
  - (2) Two members of Council may participate electronically in a Council meeting if:

- (a) at least 24 hours before the meeting those members notify the City Clerk of their intention to participate electronically, and
  - (b) A majority of the members of Council are physically present at the meeting.
- (3) Notwithstanding subsection (2), the Mayor may authorize more than two Council members to participate electronically provided that:
- (a) a state of emergency has been declared and in person participation in the Council meeting would be inconsistent with the declaration; or
  - (b) in the Mayor's opinion extra-ordinary circumstances exist that make it unsafe or impractical for Council members to physically participate in a meeting.

and for clarity, subsection 2(b) does not apply to a meeting authorized by this section.

- (4) Written material at a meeting at which there is electronic participation, if that material is presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically must be audibly read into the record.
  - (5) A member, who is participating electronically in the voting on a matter, must vote by audibly stating that they vote in favour or oppose.
  - (6) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
    - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
    - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the room."
- (3) Section 15 is repealed and replaced with the following section:
- "15 (1) Particular business at a regular Council meeting must be listed on the agenda and taken up in the following order, unless Council resolves otherwise or there are no matters under an item for consideration at that meeting:
- (a) Approval of Agenda;
  - (b) Reading of Minutes;
  - (c) Requests to address Council (maximum 6 requests);
  - (d) Proclamations;

- (e) Public and statutory hearings (including third reading or adoption of bylaws and approval of permits where applicable after each hearing);
    - (f) Requests to address Council;
    - (g) Unfinished Business;
    - (h) Reports of Committee;
    - (i) Notice of Motions;
    - (j) Bylaws;
    - (k) Correspondence;
    - (l) New Business;
      - (i) Late items;
    - (m) Question Period;
    - (n) Closed meeting, if required;
    - (o) Adjournment.
  - (2) Council may proceed with a particular item of business at a regular Council meeting in the absence of the Council member in whose name the item is listed on the agenda only if that member has given written permission for another Council member to proceed with that business.
  - (3) Prior to each Council meeting the City Clerk must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
  - (4) The deadline for submissions by the public to the City Clerk of items for inclusion on a Council meeting agenda is 11:00AM on the day before the meeting.
  - (5) Council must not consider any matters not listed on the agenda unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.
  - (6) If the Council makes a resolution under subsection (5), information pertaining to the late items must be distributed to the members."
- (4) Subsection 28(1) is repealed and replaced with the following subsection:
- "(1) Only by an affirmative vote of 2/3 of the Council members present may a daytime Council meeting continue after 4:30PM, or an evening Council meeting continue after 11:00PM."

- (5) Section 40 is repealed and replaced with the following section:

**“Adjournment of Committee of the Whole meetings**

- 40 (1) Regular Committee of the Whole meetings must adjourn at 2:00PM unless a motion for continuation is approved by 2/3 of the members present.
- (2) A motion for continuation under subsection (1) must establish a specific time for the adjournment of the Committee of the Whole meeting.”

- (7) Subsection 42(2)(b) is repealed and replaced with the following subsection:

“(b) section 7 [*Schedule and public notice of meetings*];”

READ A FIRST TIME the	<b>5<sup>th</sup></b>	day of	<b>August</b>	2021
READ A SECOND TIME the	<b>5<sup>th</sup></b>	day of	<b>August</b>	2021
READ A THIRD TIME the	<b>5<sup>th</sup></b>	day of	<b>August</b>	2021
RESCIND THIRD READING the	<b>2<sup>nd</sup></b>	day of	<b>September</b>	2021
AMENDED the	<b>2<sup>nd</sup></b>	day of	<b>September</b>	2021
READ A THIRD TIME AS AMENDED	<b>2<sup>nd</sup></b>	day of	<b>September</b>	2021
ADOPTED on the		day of		2021

CITY CLERK

MAYOR