



AGENDA GUIDE
VICTORIA CITY COUNCIL
DATE AND TIME OF MEETING
LOCATION OF MEETING

A. APPROVAL OF AGENDA

This is the time to add an item of New Business or a late speaker for Request to Address Council. Items on the agenda that Council does not wish to consider may be postponed here.

A motion to approve the agenda (as amended) is in order.

B. MINUTES

A motion to adopt or approve the minutes should be put first.

A motion to correct the minutes is in order, if a Council member believes that the minutes do not accurately reflect what transpired at the meeting or there is a typographical error.

A vote on the motion to correct the minutes is followed by consideration of the motion to adopt or approve the minutes (as corrected).

C. PRESENTATION

Typically a Presentation to Council under this section is reserved for a ceremonial purpose, an official acknowledgment or the presentation of an award. For example, Council may:

- Receive an official visitor, such as a Mayor of a Twin City
- Acknowledge an exceptional accomplishment by a member of the public or City staff
- Bestow an award such as a Governor General's Medal.

D. PROCLAMATIONS

The Council routinely provides Proclamations as a service to community organizations to declare a special date or event. A motion to endorse the listed Proclamations is in order.

E. HEARINGS

A Public Hearing is a specific type of hearing that is required by legislation for certain types of development applications. Notice of the Public Hearing must be given in accordance with legislation and the Public Hearing must be held before the Council makes a final decision on the application. The Council must hold a Public Hearing prior to its consideration to adopt:

- An Official Community Plan Bylaw or OCP Bylaw Amendment
- A Zoning Regulation Bylaw or Zoning Regulation Bylaw Amendment
- A Heritage Designation Bylaw
- A Heritage Revitalization Agreement Bylaw that alters the use or density of land

Other types of Hearings may be required prior to the Council making a final decision on a matter. Some of these Hearings are at the discretion of each municipality, and generally speaking, do not have the same procedural rigidity as the Public Hearings noted above. However, similar rules apply in that Notice is given, the applicant and affected persons are permitted to make oral or written submissions to the Council, and Council makes a decision after the Hearing is closed. Hearings that fall into this category include:

- A resolution authorizing a Development Permit, a Development Variance Permit or a Heritage Alteration Permit
- A Road Closure Bylaw
- A resolution providing comment on a Liquor Licensing Application

The Council receives verbal and written submissions to the Public Hearing, which may include audio-visual presentations at the Public Hearing. The Public Hearing is coordinated as follows:

- The Mayor opens the Public Hearing
- City staff may provide a brief introduction of the matter before the Public Hearing
- The applicant gives a presentation for up to 20 minutes
- Members of the public may speak to the application for up to 5 minutes
- The Mayor may ask the applicant or City staff to respond to questions from the public or from members of Council
- The Mayor closes the Public Hearing once all questions have been answered and there are no further speakers

Once the Public Hearing is closed Council must not receive any further information from the applicant or members of the public. Typically, the Council is ready to consider making decisions on the application immediately following the hearing. The specific actions that the Council must consider may include:

- Giving Third Reading to a Bylaw(s) that was the subject of the Public Hearing
- Adopting a Bylaw(s) that was the subject of the Public Hearing
- Adopting another Bylaw necessary for the application (e.g. Housing Agreement Bylaw)
- Adopting a Resolution to authorize a Permit that was the subject of the Public Hearing
- Adopting another Resolution necessary for the application (e.g. Development Permit)

Note that the Council must put the correct motion for each required approval; that is to say, the form of the motion must be one of the following:

- Move and second Third Reading of a Bylaw
- Move and second the Adoption of a Bylaw
- Move and second a Resolution (typically a recommendation from a Committee)

Once the appropriate motion is on the floor, Council members' debate must be guided by the relevant considerations for the motion. For example, relevant considerations for a Zoning Regulation Bylaw amendment might include land use, density and building height. Irrelevant considerations might include the personal character of the applicant, property ownership or subsequent property ownership or the expected sale price or rental value of units in the new building. Where a Development Permit also requires approval with a Bylaw then any concerns about the design, finishes or landscaping should be debated when the Development Permit motion is on the floor. This approach strengthens the validity of Council's final decision-making regardless of the outcome (in favour or opposed to the application).

There are also Hearings in relation to Bylaw Enforcement matters that may be convened from time to time, such as:

- A Business Licence hearing where the Council is considering imposing conditions on a licensee, or revoking or suspending a licence.
- A Remedial Action Requirement hearing where the Council is considering an order to direct a property owner to remediate unlawful conditions on private property.

F. HEARINGS – REQUESTS TO ADDRESS COUNCIL

Members of the public may make advance written application to speak to Council for up to 5 minutes on any topic. A speaker may also use audio-visual materials to support their presentation.

Council may consider a motion to add a speaker(s) who did not apply in advance to the list, either at this point or when approval of the agenda is given (Section A). People who apply late to Request to Address Council are provided 2 minutes speaking time.

Council has adopted a convention not to discuss a matter presented during this section until a subsequent meeting.

G. UNFINISHED BUSINESS

Bylaws that have been given at least First Reading or any matter that was postponed pending some further action are noted on the Unfinished Business List. A Council member may inquire about or propose a motion in relation to any matter noted under Unfinished Business.

H. REPORTS OF THE COMMITTEE

Council receives recommendations from a number of its Standing Committees in the form of "Reports of the Committees". Approval of these recommendations is made by Resolution passed by a majority of Council members. Council is not obligated to approve the recommendations and may instead amend them, reject them, postpone consideration pending the receipt of more information or refer the recommendation back to Committee for further study.

Council can expect to receive reports from the following Committees:

- Governance & Priorities Committee
- Planning and Land Use Committee
- Community Services Standing Committee
- Corporate & Strategic Services Standing Committee

Some of the Planning & Land Use Committee recommendations must be routed through the Public Hearing process before Council may consider and vote on them. This would include Development Permits with Variances, Development Variance Permits and Heritage Alteration Permits, which may or may not accompany an OCP Bylaw Amendment or Zoning Regulation Bylaw Amendment.

I. MOTIONS

Council routinely sets upcoming Public Hearing dates by Resolution once all the conditions precedent to a Public Hearing are met. While this process is not required by statute or bylaw it serves to inform Council members and the public of upcoming hearing dates.

J. BYLAWS

A Bylaw must be given Three Readings before the Bylaw may be adopted (Fourth Reading). There are two general streams that Bylaws take in being adopted:

- Zoning Regulation Bylaw, Official Community Plan Bylaw and Heritage Designation Bylaws (and amendments thereto) may receive:
 - First and Second Reading at one Council meeting
 - Third Reading and Adoption at a subsequent Council meeting, but only after a Public Hearing has been held.
- All other Bylaws may receive:
 - First, Second and Third Reading at one Council meeting
 - Adoption at a subsequent Council meeting provided that meeting is at least 24 hours after the date and time that Third Reading was given.

Most Bylaws are adopted by a simple majority of Council members present at a meeting. There are specific exceptions to this rule, which require that Adoption of the Bylaw is by a specified majority of Council members. For example, a Tax Exemption Bylaw must be passed by a 2/3 majority of all Council members (6) where the effect of the Bylaw is to provide assistance to a business in relation to heritage conservation, riparian protection or a partnering agreement.

Some Bylaws require special procedures to be taken after Third Reading is given and prior to Adoption:

- Approval by the Inspector of Municipalities or a Provincial Minister.
- Notification about the bylaw published in a newspaper and at other required locations.

1. INTRODUCTION

Places the Bylaw before the Council for the first time. A Bylaw may not be amended until after First Reading has been given.

2. SECOND READING

A bylaw may be amended once a motion for Second Reading has been put.

3. THIRD READING

A bylaw may be amended only prior to Third Reading being given. Once a Bylaw has been given Three Readings, it may not be amended unless Third Reading is rescinded.

4. ADOPTION

Once a motion to adopt a Bylaw is passed then that bylaw comes into effect. If the Bylaw contains an effective date then the bylaw does not come into effect until the date specified in the bylaw.

An adopted Bylaw may only be repealed by bylaw; that is to say, Council must adopt a new Bylaw whose effect is to cancel the specified Bylaw.

K.

QUESTION PERIOD

Council permits any member in the gallery to speak to Council for up to 2 minutes. The discussion is not recorded in the minutes.

L.

NEW BUSINESS

Typically the place where a written motion from a member of Council is placed. To ensure that a Motion is considered by the Council at the meeting a Council member must provide a signed

copy of the motion to Legislative Services no later than 24 hours prior to the meeting. A Council member who does not provide a written copy of a new motion in this manner must request Council's permission to put a new motion on the floor at the meeting.

This is also the place where correspondence from an external organization requesting a Council decision or direction on a matter is placed (For example, the CRD).

M. CLOSED MEETING

The motion to close the meeting to the public must be considered in the Open Meeting.

The motion should be read out in full citing the sections of the Council Bylaw and the reasons the matter(s) is being considered in a Closed Meeting. The following motion is typically placed on the agenda faceplate for Council's consideration:

"That Council convene a Closed Meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda item deals with matters specified in Sections 12(3) and/or (4) of the Council Bylaw; namely

- Specific citations from Section 12(3) or 12(4) ."*

N. RISE AND REPORT

Committee may reflect on items considered in the Closed Meeting that they wish to publicly disclose after the meeting.

A motion to disclose publicly any matter considered in the Closed meeting is in order at this time.

O. ADJOURNMENT

A motion to adjourn the meeting without qualification formally ends the meeting.

NOTES:

Conflict of Interest

A Council member who has a conflict of interest on a matter must declare the following prior to recusing themselves from the meeting:

- The type of conflict (direct or indirect pecuniary; non-pecuniary)
- The reasons that give rise to the conflict



AGENDA GUIDE

GOVERNANCE & PRIORITIES COMMITTEE

DATE AND TIME OF MEETING

LOCATION

CALL TO ORDER

By the Chair (Mayor / Acting Mayor)

APPROVAL OF AGENDA

This is the time to add New Business, an Inquiry or Councillor Information Sharing, subject to the Committee's approval.

Items on the agenda that Committee does not wish to consider may be postponed here.

CONSENT AGENDA

Matters that the Committee considers to not require debate may be approved at this time. Agenda items may also be removed from or added to the Consent Agenda by motion of Committee.

ADOPTION OF MINUTES

A motion to adopt or approve the minutes should be put first.

A motion to correct the minutes is in order, if a Council member believes that the minutes do not accurately reflect what transpired at the meeting or there is a typographical error.

A vote on the motion to correct the minutes is followed by consideration of the motion to approve the minutes (as corrected).

PRESENTATION or DELEGATION

Typically an opportunity for an organization affiliated with the City to present on a topic that requires Committee approval or feedback. (For example, the GVPL Budget)

POLICY REPORTS

Typically a report from staff that requires direction or feedback from the Committee. Often summarized with a visual presentation.

DECISION REQUEST

Typically a report from staff that requires a decision from Committee. Often summarized with a visual presentation.

NEW BUSINESS

Councillor Inquiries and Councillor Information Sharing along with any written motions received in advance from a member of Council are placed in this section.

Also the place where correspondence from an external organization requesting a decision or direction from the Committee is placed (For example, the CRD).

RECESS

Committee typically schedules a break for lunch prior to the Closed Meeting.

A motion to adjourn the meeting to a specific time is in order.

**MOTION TO CLOSE THE GOVERNANCE & PRIORITIES COMMITTEE
MEETING TO THE PUBLIC**

The motion to close the meeting to the public must be considered in an open meeting. The motion should be read out in full citing the sections of the Council Bylaw and the reasons the matter(s) is being considered in a closed meeting.

CLOSED MEETING**ADOPTION OF MINUTES**

Same as open meeting.

POLICY REPORT

Same as open meeting.

DECISION REQUEST

Same as open meeting.

NEW BUSINESS

Same as open meeting.

A Council member must seek advice from the Corporate Administrator/Legislative Services prior to adding an item to the Closed Meeting Agenda.

RISE AND REPORT

Committee may reflect on items considered in the Closed Meeting that they wish to report on publicly, after the meeting.

A motion to disclose publicly a matter considered in the Closed meeting is in order at this time.

ADJOURNMENT

A motion to adjourn the meeting without qualification formally ends the meeting.

NOTES:**Conflict of Interest**

A Council member who has a conflict of interest on a matter must declare the following prior to recusing themselves from the meeting:

- **The type of conflict (direct or indirect pecuniary; non-pecuniary)**
- **The reasons that give rise to the conflict**