

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 3170

A Bylaw to amend Bylaw No. 3081, cited as the
“Council Procedure Bylaw, 2022, No. 3081”

The Council of the Corporation of the Township of Esquimalt, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the “Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2025, No. 3170.”
2. That Bylaw No. 3081, cited as the “Council Procedure Bylaw, 2022, No. 3081” be amended as follows:
 - (1) By deleting from subsection 8.3 the word “will” and replacing with “shall”.
 - (2) By adding the following as subsection 8.4(5) and renumbering the section accordingly:
“5) during the two weeks prior to and the one week following a by-election or other assent voting;”.
 - (3) By adding the following as subsection 11.1(2) and renumbering the section accordingly:
“2) cancelled by the CAO in consultation with the Mayor, if exceptional circumstances arise which require the meeting to be cancelled or where there is insufficient business to warrant the holding of the meeting, and where it is impractical for Council to cancel the meeting by resolution, provided the Corporate Officer notifies Council members and the public of the cancellation; or”.
 - (4) By deleting section 13.1 in its entirety and replacing it with the following:
“Members of Council, COTW, Committees, and Commissions who are unable to attend a meeting in person may participate in the meeting by electronic means, in accordance with section 13.2, subject to the following:”.
 - (5) By adding the following as new section 13.1(1) and renumbering section 13.0 accordingly:
“1) For regular Council, COTW, Committee, Commission meetings the majority of members must attend in person unless the Mayor, CAO, or Corporate Officer calls for a meeting to proceed with less than a majority in person where the meeting would otherwise be cancelled or postponed and doing so would compromise the business or statutory requirements of the Township;”.
 - (6) By deleting renumbered subsection 13.1(3) in its entirety and renumbering the remainder of the section.
 - (7) By deleting from subsection 16.2 the words “on the Monday the week” and replacing with “10 business days”.

- (8) By deleting from subsection 17.1 the words “on the Wednesday” and replacing with “10 business days”.
- (9) By deleting from subsection 20.2 the words “on the Wednesday” and replacing with “10 business days”.
- (10) By adding the following as new subsection 22.5 and renumbering the section accordingly:
“22.5 The CAO or the Corporate Officer may add additional categories of business to the agenda for a regular or special meeting of Council or COTW as they consider advisable.”.
- (11) By adding the following to subsection 25.1 after “COTW meeting”
“, or if a quorum is lost during the meeting”.
- (12) By deleting the date “June 30” and replacing it with “December 31” in subsection 43.2.
- (13) By deleting subsection 46.1 in its entirety and replacing with the following:
“46.1 At the first annual meeting of the new year, each Committee and Commission shall be provided with the annual schedule of regular meetings including the date, time, and place of the meetings by the Corporate Officer. The Corporate Officer will give notice of this schedule by posting a copy of the schedule at the Public Notice Posting Places.”.
- (14) By deleting subsection 46.3 in its entirety and replacing with the following:
“46.3 Regular Committee and Commission meetings shall be adjourned no later than three (3) hours from the advertised start time unless the Committee or Commission resolves to proceed beyond that time by an affirmative 2/3 vote of the members present. If business cannot be completed at the regularly scheduled meeting, the unfinished business may be scheduled to a special meeting at the call of the Chair in consultation with the Staff Liaison and the Corporate Officer, or may be added to the agenda of the next regular meeting of the Committee or Commission.”.
- (15) By adding the following as subsection 47.3(5), and renumbering the section accordingly:
“5) Staff Liaison Updates;”.
- (16) By adding the following to subsection 48.2 after “advertised start time”
“, or if a quorum is lost during the meeting”.
- (17) By deleting Part 12 Appeals in its entirety and renumbering the bylaw accordingly.

READ a first time by the Municipal Council on the 6th day of October, 2025.

AMENDED AND READ a second time by the Municipal Council on the 6th day of October, 2025.

READ a third time by the Municipal Council on the 6th day of October, 2025.

ADOPTED by the Municipal Council on

BARBARA DESJARDINS
MAYOR

DEBRA HOPKINS
CORPORATE OFFICER