



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Details (With Text)

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**Title:** Council Procedure Bylaw Amendment, Staff Report ADM-18-019

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Council Procedure Bylaw, No. 2715, 2009, Amendment [No. 3], No. 2930, 2018

Date	Ver.	Action By	Action	Result
6/11/2018	1	Council	adopted	Pass

## REQUEST FOR DECISION

**DATE:** May 28, 2018

Report No. ADM-18-019

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Rachel Dumas, Deputy Corporate Officer, and Anja Nurvo, Director of Corporate Services

**SUBJECT:**

Amendment to Council Procedure Bylaw

**RECOMMENDATION:**

That Council gives first, second and third reading to Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 3], 2018, No. 2930, as attached to Staff Report ADM-18-019.

**RELEVANT POLICY:**

Section 124 and 94 of the Community Charter  
Council Procedure Bylaw No. 2715, 2009  
Section 52 of the Local Government Act

**STRATEGIC RELEVANCE:**

This request for decision relates to staff's Operational Strategy for reviewing and updating Municipal Bylaws.

**BACKGROUND:**

Due to the change in timing of local government elections, it is necessary to amend the Council Procedure Bylaw accordingly.

Section 124 of the *Community Charter* requires that all councils pass a bylaw dealing with procedures to be followed by council and committees in conducting their business. Subsection 124 (3) states that a bylaw under this section must not be amended unless council first gives notice in accordance with section 94. Section 94 requires that notice be given by: (1) posting in the “public notice posting places” [the official bulletin board at Municipal Hall and the Township’s website], and (2) publication in a local newspaper once each week for two consecutive weeks. Staff has arranged for publication of the required notice in the May 23<sup>rd</sup> and May 30<sup>th</sup> editions of the Victoria News, and a copy has been posted on the Township website and on the Municipal Hall bulletin board.

## ISSUES:

### 1. Rationale for Selected Option

Amending Bylaw No. 2930 will change the timing of the Inaugural Meeting of Council and the appointment of a member to act in place of the Mayor, to take into account the change in the timing of the general local election. There are no other amendments to the Council Procedure Bylaw required at this time arising from the change in the timing of the local government elections.

### 2. Organizational Implications

There are no organizational implications.

### 3. Financial Implications

There are no financial implications.

### 4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

### 5. Communication & Engagement

Notice of the proposed Bylaw Amendment has been published in the May 23<sup>rd</sup> and May 30<sup>th</sup>, 2018 issues of the Victoria News, and has been posted on the Township’s website and on the Municipal Hall bulletin board, advising the public that Council will be considering the Bylaw at its meetings on June 11<sup>th</sup> and June 25<sup>th</sup>, 2018. Members of the public have the opportunity to review the proposed amendments and provide comments to Council prior to adoption, in writing or in person at the June 11<sup>th</sup> and June 25<sup>th</sup> Council meetings. Once approved, a revised consolidated Bylaw will be prepared and posted to the Township’s website.

## ALTERNATIVES:

1. That Council gives first, second and third reading to *Council Procedure Bylaw 2009, No. 2715, Amendment Bylaw [No. 3], 2018, No. 2930*, as attached to Staff Report ADM-18-019.
2. That Council amends Bylaw No. 2930 and gives first, second and third reading to the Bylaw as amended.