



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Text

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File #: 20-072, Version: 2

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### REQUEST FOR DECISION

**DATE:** January 30, 2020

Report No. ADM-20-003

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

**FROM:** Rachel Dumas, Corporate Officer, Manager of Corporate Services

**SUBJECT:**

Amendment to Council Procedure Bylaw

**RECOMMENDATION:**

That Council gives first, second and third readings to Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 4], 2020, No. 2992, as attached to Staff Report ADM-20-003.

**RELEVANT POLICY:**

Council Procedure Bylaw No. 2715, 2009  
Sections 94 and 124 of the *Community Charter*

**STRATEGIC RELEVANCE:**

Excellence in Public Service - Engage, respect and respond to the needs of our community.

**BACKGROUND:**

Due to the increased volume of “late” written submissions pertaining to items already part of the upcoming meeting agenda(s), it is necessary to consider adding a deadline for receipt of “late items” from the public.

Section 124 of the Community Charter requires that all councils adopt a bylaw dealing 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 a week for two consecutive weeks. Staff has arranged for publication of the required notice in the February 12<sup>th</sup> and February 19<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. See [Attachment No. 2].

**ISSUES:**

1. Rationale for Selected Option

Staff acknowledges the importance to receive correspondence from the public pertaining to items

included in the Council and Committee of the Whole [COTW] agenda's. Some correspondence items are received after the agenda is prepared and therefore are presented to Council as "Late Item's" to the agenda accordingly. During Council's 2020 strategic planning session on January 21, 2020, staff were given direction to proceed with an amendment to the Council Procedure Bylaw, providing guidance to the public and addressing any confusion to timelines for these written submissions, and further enhancing the efficiency of Council and COTW meetings. The proposed deadline is Noon on the day of the meeting, to allow staff the time to prepare the "late items" package for the relevant meeting(s), see [Attachment No. 1] for draft bylaw.

**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 February 12<sup>th</sup> and February 19<sup>th</sup>, 2020, 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 February 24<sup>th</sup> and March 2<sup>nd</sup>, 2020. Members of the public have the opportunity to review the proposed amendments and provide comments in writing or verbally in person at the February 24<sup>th</sup> and March 2<sup>nd</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 readings to Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 4], 2020, No. 2992, as attached to Staff Report ADM-20-003.
2. That Council amends Bylaw No. 2992 and gives first, second and third readings to the Bylaw as amended.