

Report to Council



Date: June 10, 2019

File: o600-10

To: City Manager

From: City Clerk

Subject: Amendments to Council Procedures Bylaw No. 9200

Report Prepared by: [Clint McKenzie, Legislative Coordinator (Confidential)]

Recommendation:

THAT Council, receives, for information, the report from the City Clerk dated June 10, 2019 regarding amendments to Council Procedures Bylaw No. 9200;

AND THAT Bylaw No. 11849, being Amendment No. 6 to Council Procedures Bylaw No. 9200 be forwarded for reading consideration.

Purpose:

To consider amendments to Council Procedures Bylaw No. 9200.

Background:

The Council Procedures Bylaw was adopted by Council in 2005, with the most recent amendments in 2012. The Procedures Bylaw is a requirement under the legislation to establish the general procedures to be followed by Council and Council committees in conducting their business.

A Council Procedure Bylaw must, at a minimum, do the following:

- Establish rules of procedure for both Council and Committee meetings;
- Provide for the taking of minutes of Council/Committee meetings;
- Provide for public notice of meetings, and establish the procedures for giving notice;
- Establish the procedure for designating a member to act in place of the Mayor;
- Establish the first regular Council meeting date following a general local election.

Proposed Amendments:

During the review at the AM meeting on May 8, 2019, Council discussed amendments related to legislative changes and conducted an overall review of their meeting procedures.

Based on the discussion, staff are recommending the following key changes to Council Procedures Bylaw No.9200:

- All sections:
 - updating gender references
 - Deleting the wording "true copy" to simply copy
- Part 2 – Schedule and Notice of Council Meetings
 - Part 2.1 Inaugural Meeting Date to be held in November
 - To be compliant with the Local Government Act due to the change in Election Date.
 - text corrections – numbering
- Part 4 – Public Attendance at Council Meetings
 - Proceedings at Regular Meetings (afternoon)
 - Owner or their representative for applications of non-support, increase the time allotted to address Council to a maximum of 15 minutes.
 - Proceedings at Regular Meetings (public hearings)
 - Delete section 4.16 - time allotted to representative of a Residents Associations to be the same as given members of the public at 5 minutes
- Part 5 – Rules of Procedures at Council Meetings
 - Agenda Preparation and Order of Proceedings
 - Add Territorial Acknowledgement to Monday PM Meeting and Public Hearing agendas;
 - update Tuesday PM meeting to current practice of Council affirming the Oath of Office
 - Update the order of agenda items and headings
- Part 9 – Council Committees – deleting and revising sections covered in the legislation and those established through the Terms of Reference for each Council Committee

The accompanying amending Bylaw No. 11849 reflects the updates to the sections outlined above.

Legal/Statutory Authority: *Community Charter s.124(1)*

Legal/Statutory Procedural Requirements: *Community Charter s.124(3) – notification of bylaw amendment once per week for two consecutive weeks (Friday, June 14th and June 21st in the City in Action newspaper notice in the Kelowna Daily Courier).*

Existing Policy: Council Procedures Bylaw 9200

Considerations not applicable to this report:

Internal Circulation:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

S. Fleming, City Clerk

Approved for inclusion:

