

# CITY OF KELOWNA

## BYLAW NO. 12283

### Amendment No. 7 to Council Procedures Bylaw No. 9200

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Council Procedures Bylaw No. 9200 be amended as follows:

1. **THAT PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.4 Schedule of Meetings** be amended as follows:

Deleting the sentence that reads:

“Public hearings shall begin at 6:00 p.m. on Tuesday evening, unless Council passes a resolution to change the time of a particular hearing, and Regular Tuesday evening Council meetings shall begin after the conclusion of the public hearing or if there is no public hearing, at 6:00 p.m.”

And replace it with:

“Public hearings shall begin at 6:00 p.m. on Tuesday evening, unless the agenda volume requires a start time of 4:00 p.m. or Council passes a resolution to change the time of a particular hearing. Regular Tuesday evening Council meetings shall begin after the conclusion of the public hearing or, if there is no public hearing, in the manner provided for public hearings. The City Clerk will set hearing and meeting start times in accordance with this bylaw.”;

2. **AND THAT PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.6 Electronic Meetings** be amended as follows:

Deleting the following that reads:

“A special council meeting may, upon authorization of the Mayor, be conducted by means of electronic or other communication facilities.”

“A member of Council who is unable to attend at a council meeting, may, upon authorization of the Mayor, participate in the meeting by means of electronic or other communication facilities.”

“The member presiding at a council meeting must not participate electronically.”

And replace with:

“A special council meeting may, upon authorization of the Mayor or during a state of local, provincial, or national emergency, be conducted by means of electronic or other communication facilities.”

“A regular Council meeting may, upon authorization of the Mayor or during a state of local, provincial, or national emergency, be conducted by means of electronic or other communication facilities.”

“A member of Council who is unable to attend at a council meeting, may, participate in the meeting by means of electronic or other communication facilities.”

"The member presiding at a council meeting must not participate electronically unless the meeting is conducted by means of electronic or other communication facilities.";

3. AND THAT **PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.7 Location of Council Meetings and Public Hearings** be amended by adding the following after the word "elsewhere":

"or the meeting is conducted by means of electronic or other communication facilities.

(a) For meetings that are conducted by means of electronic or other communication facilities, the City Clerk will designate a location for the public to hear, or watch and hear, the meeting proceedings. A designated municipal officer must be in attendance at that location.";

4. AND THAT **PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.11 Notice of Special Council Meetings** be amended by deleting "2.8" and replacing it with "2.9";

5. AND THAT **PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.14 Notice of Electronic Meetings** be added as follows:

"2.14 For a meeting conducted by means of electronic or other communication facilities, the City Clerk must give notice, in the same manner as provided for agendas in section 2.9 of this bylaw for a regular Council meeting or in the same manner as provided for agendas in sections 2.11 through 2.13 of this bylaw for a special Council meeting, of:

- a. the meeting agenda, including confirmation of the time and date;
- b. the way in which the meeting is to be conducted; and
- c. the place where the public may attend to hear, or watch and hear, the proceedings.";

6. AND THAT **PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS, Proceedings at Public Hearings** be amended by adding the following:

"4.19 Owners, applicants, and members of the public may participate in the public hearing by means of electronic or other communication facilities;"

7. AND THAT **PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS** be amended by adding the following:

**"Electronic Participation**

4.20 Persons who are authorized to present at a Council meeting and who are unable to attend at City Hall may participate in the meeting by means of electronic or other communication facilities.";

8. AND THAT **PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.4 Agenda Preparation and Order of Proceedings**, (c) Tuesday Regular Meeting (following Public Hearing, if applicable) be amended by deleting reference to the following:

(a) "Bylaws considered at public hearing"

(b) "Summary of correspondence received (number and type)";

And adding the following after "development variance permit":

"heritage alteration permit";

9. AND THAT **PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.4 Agenda Preparation and Order of Proceedings**, (d) Public Hearing be amended by

- (a) Adding "and Regular Meeting" to the title "Public Hearing"
- (b) Adding "public hearing" after "Call to order"
- (c) Deleting "Acknowldgement and replacing it with "Acknowledgement"
- (d) Deleting "Summarizing the number and type of correspondence received (number in support, number in opposition) in relation to the item being heard"
- (e) Adding "of public hearing" after "Termination"
- (f) Adding the following to the end of the section after the word "Termination":

"Call to order regular meeting  
Bylaws considered at public hearing  
Termination of regular meeting";

10. AND THAT **PART 5 – RULES OF PROCEDURE AT COUNCIL MEEINGS, 5.12 Voting at Meetings** be amended by adding the following to the end of the section:

"A member of Council participating by means of electronic or other communication facilities shall vote by show of hand with video facilities, by electronic vote, if facilities are so provided, or verbally with audio facilities";

11. AND FURTHER THAT **PART 9 – COUNCIL COMMITTEES** be amended by adding the following:

**Electronic Committee Meetings**

9.26 Committee meetings may be conducted by means of electronic or other communication facilities and committee members may participate by means of electronic or other communication facilities in accordance with sections 2.6, 4.20, and 5.12 of this bylaw.

9.27 For a meeting conducted by means of electronic or other communication facilities, public notice will be given in the same manner as provided for agendas in section 9.13 of this bylaw of:

- (a) the meeting time and date; and
- (b) the way in which the meeting is to be conducted.

12. This bylaw may be cited for all purposes as "Bylaw No. 12283 being Amendment No. 7 to Council Procedures Bylaw No.9200".
13. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk