

Council Procedure Bylaw Workshop

December 2022

Council Procedure Bylaw

- ▶ Required under the *Community Charter*
- ▶ Applies to Council and to Council committees
- ▶ Sets out how meetings are to be conducted
- ▶ Adopted in 2004, amended seven times since
- ▶ Workshop is in response to questions and comments that were raised during Council orientation

Council Procedure Bylaw

- ▶ Focus today is on meeting procedures
- ▶ Current bylaw is in place until Council amends it
- ▶ Public Notice requirement prior to adoption of any amendments
- ▶ Other Council policies that are not meeting specific will come forward in 2023

What We Heard

- ▶ Timing of Council and Public Hearing Agendas being made available to Council and the public;
- ▶ Delegations and public participation during Council meetings;
- ▶ Public Hearing start and end times;
- ▶ “Issues Arising” and “Councillor Items”
- ▶ Focus on business before Council

What We Heard – Agenda Timing

- ▶ Currently Monday Agendas available on City website and eScribe Thursday afternoon
- ▶ Public Hearing/Tuesday Agendas available on City website and eScribe two weeks before meeting

Recommendation:

Monday meeting agendas be made available a day earlier

Public hearing/Tuesday agendas be made available three weeks before the meeting

What We Heard - Delegations

- ▶ Opportunities for delegations and public participation during Council meetings are limited
- ▶ Current practice addressed in Bylaw sections 4.1 – 4.6

Recommendation:

Staff prepare a discussion paper with options for Council to consider prior to making any specific amendments

What We Heard – Public Hearing start/end times

- ▶ Currently, Public Hearing/Tuesday meetings start at 6pm or 4 pm
- ▶ Resolution required to continue past 11 pm
- ▶ Meetings can be too long and continue too late into the evening

Recommendation:

Public Hearing/Tuesday meeting start at 3:00pm and end by 9 pm

What We Heard - Streamline Business

- ▶ Duplication of “Issues Arising” and “Councillor Items”
- ▶ “Issues arising” part of Monday morning agenda; “Councillor Items” on an afternoon agenda

Recommendation:

Continue with “Councillor Items” only; amend language to make clear what can be raised and how under this agenda item

What We Heard - Streamline Business

- ▶ Focus on business before Council
- ▶ Make sure Council is focused on the specific item before them

Recommendation:

Add language to Bylaw to ensure Council members discuss and debate the topic at hand

Next Steps

Staff will bring an amending bylaw to an afternoon Council meeting based on direction received from Council

Public Notice will be provided prior to the adoption of any of the amendments



Questions?

For more information, visit kelowna.ca.