

CITY OF KELOWNA

BYLAW NO. 12476

Amendment No. 8 to Council Procedures Bylaw No. 9200

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 following that reads:

“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.”;

And replace with:

“Tuesday meetings shall begin at 4:00 p.m. on Tuesday evening, unless the agenda volume requires a start time of 3:00 p.m. or Council passes a resolution to change the time of a particular meeting. The City Clerk will set meeting start times in accordance with this bylaw.”;

2. **AND THAT PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS, 2.9 Notice of Regular Council Meetings and Public Meetings** be amended as follows:

Deleting the following that reads:

“At least forty-eight (48) hours before a regular Council meeting or public hearing the City Clerk must give notice of the meeting or hearing agenda, including confirmation of the time, place, and date, by:

- (b) posting the agenda on the Notice Board at City Hall;
- (c) leaving copies of the agenda at a public counter at City Hall for distribution to members of the public as requested;
- (d) providing a paper or electronic copy to each member of Council and
- (e) posting agendas on the City’s internet website.”;

And replace with:

“At least seventy-two (72) hours before a regular Council meeting or public hearing the City Clerk must give notice of the meeting or hearing agenda, including confirmation of the time, place, and date, by:

- (a) posting the agenda on the Notice Board at City Hall;
- (b) leaving copies of the agenda at a public counter at City Hall for distribution to members of the public as requested;
- (c) providing a paper or electronic copy to each member of Council; and
- (d) posting agendas on the City’s internet website.”;

3. **AND THAT PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS** be amended by deleting **Proceedings at Public Hearing** and replacing it with **Proceedings at Tuesday Regular Meetings**;

4. **AND THAT PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS, Proceedings at a Regular Meeting (morning)** be deleted in its entirety as follows:

"4.7 Written correspondence addressed to Council which is related to a special community request, may be placed on the agenda under 'Issues Arising from Correspondence & Community Concerns' following the request of a member of Council.

(a) Written correspondence addressed to Council which relates to matters that all within the scope of responsibility of a particular City department will be referred directly to the Director of that department by the City Manager.";

5. **AND THAT PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS, 4.12 Proceedings at Public Hearings** be amended by deleting all references to "the public hearing" and replacing it with "a Tuesday regular meeting";

6. **AND THAT PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS, 4.13 Proceedings at Public Hearing** be amended as follows:

(a) Deleting "germane" and replacing it with "relevant"

(b) Deleting "purpose of the Proposed" and replacing it with "subject";

7. **AND THAT PART 5 – PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.2 Agenda Preparation and Order of Proceedings** be amended as follows:

Deleting the following that reads:

"All items or reports for the agenda of a meeting of Council, other than a special Council meeting, must be delivered to the City Clerk prior to 12:00 pm (noon) on the Wednesday preceding a Monday meeting. Any item not delivered complete and in an agenda-ready format by that deadline shall be held to the next meeting of Council, unless approved as a late item by the City Manager";

And replace with

"The City Manager and City Clerk are authorized to establish timelines for agenda items or reports of a meeting of Council to be delivered to the City Clerk. Any item not delivered complete and in an agenda-ready format by that deadline shall be held to the next meeting of Council, unless approved as a late item by the City Manager.";

8. **AND THAT PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.4 Agenda Preparation and Order of Proceedings, (a) Monday Regular Meeting (morning)** be amended by deleting the following:

(a) "Issue Arising from Correspondence & Community Concerns" after "Reconvene to Open Session";

9. **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 as follows:

Deleting the following that reads:

“(c) Tuesday Regular Meeting (following Public Hearing, if applicable)

- Call to order
- Reaffirmation of Oath of Office
- Confirmation of minutes
- Bylaws considered at public hearing
- Liquor license application reports
 - Summary of correspondence received (number and type)
- Development permit, development variance permit and Provincial Referral Reports
 - Summary of correspondence received (number and type)
- Reports
- Resolutions
- Reminders
- Termination”;

And replace with:

“(c) Tuesday Meeting

- Call to order
- Territorial Acknowledgement
- Reaffirmation of Oath of Office
- Confirmation of Minutes
- Call to Order Public Hearing
- Individual Bylaw submissions
 - Staff presentation
 - Presentation by owner or applicant
 - Call for any person to speak in relation to the item being heard
 - Owner or Applicant to respond to concerns raised by public
 - Questions of staff by members of Council
- Termination
- Call to Order Regular Meeting
- Bylaws Considered at Public Hearing
- *Individual Bylaw Submissions through Bylaws Considered at Public Hearing to be repeated for each bylaw submission*
- Liquor License Application Reports
- Development Permit and Development Variance Permit Application Reports
- Heritage Alteration Permit Application Reports
- Termination”;

10. **AND THAT PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.4 Agenda Preparation and Order of Proceedings**, (d) Public Hearing and Regular Hearing be deleted in its entirety as follows:

“(d) Public Hearing and Regular Hearing

- Call to Order public hearing
- Territorial Acknowledgement
- Staff presentation
- Presentation by owner or applicant
- Call for any person to speak in relation to the item being heard
- Owner or Applicant to respond to concerns raised by speakers or Council
- Termination of Public Hearing”;

11. **AND THAT PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.4 Agenda Preparation and Order of Proceedings** be amended as follows:

Deleting the following that reads:

"5.4 No Council meeting or public hearing may start or continue past 11:00 p.m. unless Council passes a resolution to start or continue that meeting past that time.";

And replace with:

"(f) No Council meeting or public hearing may start or continue past 8:00 p.m. unless Council passes a resolution to start or continue that meeting past that time as follows:

- (i) 8:00 p.m. with an affirmative vote of a majority of Council members present;
- (ii) 8:30 p.m. with an affirmative vote of two thirds of Council members present; and
- (iii) 9:00 p.m. with an affirmative vote of all Council members present.";

12. **AND THAT PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.19 Conduct and Debate at Meetings** be amended by adding the following:
 - (a) "only to the item at business on the agenda " after "presiding member and"
 - (b) "In speaking to any motion or amendment, members will limit their remarks to such motion or amendment, and will not introduce unrelated matters." at the end of the section;
13. **AND THAT PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS, 5.38 Privilege** be amended as follows:
 - (a) Deleting "5.38" and replace with "5.37"
 - (b) Deleting "5.37" and replace with "5.36";
14. **AND FURTHER THAT PART 8 – Resolutions, 8.2 Form of Proposed Resolutions** be amended by deleting the following:

"and have a distinguishing number";
15. This bylaw may be cited for all purposes as "Bylaw No. 12476 being Amendment No. 8 to Council Procedures Bylaw No. 9200".
16. 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 23rd day of January, 2023.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk