



COUNCIL REPORT

To: Mayor and Council

Date: August 23, 2022

From: Paul Gipps, CAO

Subject: **Council Procedure Amendment Bylaw No. 0258.02 (adopt)**

RECOMMENDATION

THAT Council adopt “City of West Kelowna Council Procedure Amendment Bylaw No. 0258.02, 2022”.

BACKGROUND

The procedure by which Council conducts its official business is regulated by the Council Procedure Bylaw, enabled under the *Community Charter*. This bylaw stipulates the timing, location and frequency of council meetings, so to facilitate more meetings in the spring to accommodate the increased business, the bylaw will need to be amended. The *Community Charter* requires the City to publish notice of any changes to a Procedure Bylaw.

The attached bylaw amendment does not change the number of council meetings in a given year, just the timing. The proposed amendment will see an additional Council meeting established on the 3rd Tuesday of May (May will have 3 meetings) and only one meeting for the month of August, on the 4th Tuesday.

Council gave three readings to City of West Kelowna Council Procedure Amendment Bylaw No. 0258.02 at the July 26, 2022 regular Council meeting.

Notice of the proposed Bylaw amendment was published in the August 3rd and 10th editions of the WestK newspaper, in accordance with Section 94 of the *Community Charter*. Additionally, Notice was posted on the City’s website and public bulletin boards located at City Hall.

The Bylaw is now before Council for consideration of adoption.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
July 26, 2022	THAT Council resolve to amend the “City of West Kelowna Council Procedure Bylaw No. 0258” to adjust the timing of the meetings in August and May of each year; and THAT Council give first, second and third reading to the “City of West Kelowna Council Procedure Amendment Bylaw No. 0258.02, 2022”.	C209/22

REVIEWED BY

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments: Council Procedure Amendment Bylaw No. 0258.02
Copy of Notice per Section 94 of the *Community Charter*