



COUNCIL REPORT

To: Paul Gipps, CAO

Date: November 22, 2022

From: Corinne Boback, Legislative Services Manager/
Corporate Officer

Subject: **2023 Council Meeting Schedule**

RECOMMENDATION

THAT Council consider and resolve to approve the 2023 City of West Kelowna Council Meeting Schedule.

BACKGROUND

Under the *Community Charter*, s.127 we must:

- (a) Make available to the public, a schedule of the date, time, and place of Regular Council Meetings; and
- (b) Give notice of the availability of the schedule in accordance with s. 94 of the Community Charter.

The notice will be public two consecutive weeks in the newspaper, posted on our notice board and made available to the public on our website once approved by Council.

Council's Procedure Bylaw also requires that when a Council meeting falls on a statutory holiday or occurs during a week in which SILGA, FCM or UBCM annual conferences are held, the meeting will be held on an alternate Tuesday. For the 2023 year these conferences are as follows:

- SILGA Convention – April 25-28, 2023, in Vernon;
- FCM Convention – May 25-28, 2023, in Toronto; and
- UBCM Convention – September 18-22, 2023, in Vancouver

Therefore, the regular scheduled Tuesday, April 25 date will be replaced with Tuesday, April 18 due to SILGA falling on April 25-28.

Recently, Council also approved amendments to the Council Procedure's Bylaw which now allow for three regular meetings in May, one in August and one in December.

DISCUSSION:

The current schedule of regular meetings for the City of West Kelowna has been in place for numerous years whereby the meetings are held on the second and fourth Tuesdays of the month. The first meeting of the month is scheduled to start at 1:30 pm. The second meeting of the month is scheduled to start at 6:00 pm. These dates have proven to work well as they seldom land on a statutory holiday that would require rescheduling of a meeting. All Regular Council Meetings, whether in the afternoon or evening, provide the public with the opportunity to watch, hear and/or participate depending on the agenda. All open Council meetings, Public Hearings (etc) are live-streamed on the City's website should members of the public be unable to attend or prefer to watch the recorded session later.

Should Council wish to amend the meeting schedule as presented in this report, an amendment to the Procedure Bylaw will be required and will necessitate a two week public notice period.

Afternoon Meetings (1:30 pm start)

Typically, 1:30 pm meetings offer the same public participation opportunities as the 6 pm evening meetings, outside of Public Hearings, variances, etc. These meetings are open to the public and are live streamed and recorded for viewing anytime.

Afternoon meetings have also been used for the occasional Public Hearing beginning at 5 pm where the number of applications exceed the ability to support them during the evening meeting schedule. This avoids delays in considering development applications.

Administratively, afternoon meetings are more easily supported by staff and reduce the costs associated with evening meetings requiring other staff that are not exempt.

The afternoon meeting also allows Council to conduct any closed meetings before the start of the Regular Council Meeting that begins at 1:30 pm (e.g. to address Land, Legal and Labour matters). For example, these closed item discussions may begin as early as 11:00 am during what is typically a lunchtime for Councillors who work daytime hours. This has proven to be effective in helping to reduce the impact into their typical business day each year. Similarly, the 6:00 pm evening start meeting allows Council to conduct any closed meetings prior to a Public Hearing or Regular Council Meeting commencing and is completed during a typical meal break time.

Evening Meetings (6:00 pm start)

Public Hearings, when required, are typically scheduled to begin at 6:00 pm *before* the Regular Council Meeting. This is intended to provide the public with greater opportunity to participate after typical daytime office hours. This allows members of the public to participate directly whether in-person or online.

Administratively, evening meetings require additional staff to be present (e.g. for Public Hearings, etc) to support our operations. This currently requires overtime and has budget implications already allocated in the annual operating budget.

Altering Public Hearing/Council Meeting Start Times

Should Council wish to consider altering the start times for daytime and/or nighttime meetings there would be pros and cons for Council consideration.

Afternoon meetings provide our citizens who aren't able to attend evening meetings with the opportunity to attend in-person (and/or watch via live stream), especially for those who are not able to attend evening meetings.

Evening meetings provide our citizens who aren't able to attend daytime meetings with the opportunity to attend in-person. This balance of offering both daytime and evening start times provide the community with both options to participate in-person.

The impact of moving any of the meetings either by an hour or two is possible and can be supported. If the afternoon meeting is being considered to be moved there would be increased budget implications if staff would be required to work beyond their normal shift.

In anticipation of reviewing the Council meeting schedule and start times, staff also contacted our surrounding jurisdictions for their schedule to help inform what others are doing.

Municipality	Meeting Dates	Meeting Times
City of Kelowna	Every Monday: <ul style="list-style-type: none">In-CameraRegular Council Meeting Every 3 rd Tuesday: <ul style="list-style-type: none">Public HearingRegular Meeting	9:00 am 1:30 pm 6:00 pm Follows the Public Hearing
City of Penticton	Regular Council Meetings are held on the first and third Tuesday of each month Public Hearings	1:00 pm 6:00 pm
District of Peachland	Regular Meetings are held the second and fourth Tuesdays of each month (Only one meeting per month during July, August, and December)	7:00 pm
District of Summerland	Council Meetings are generally held on the second and fourth Monday of each month	1:00 pm and 6:00 pm
City of Vernon	Regular Council Meetings are held on the second and fourth Monday of each month Public Hearings (are held when changes to zoning bylaws or an Official Community Plan (OCP) amendment is proposed)	1:30 pm 5:30 pm

Regional District of Central Okanagan	Regular Board meetings are normally held on the fourth Monday of the month	7 pm
	Regular Board meetings held on Thursday's	8:30am or 7:00pm
	Public Hearings (Monday's once a month)	7 pm

In summary, the current balanced model of daytime and evening meetings seem to be working for the public.

Should Council wish to change the meeting schedule, an amendment to the Procedure Bylaw will be required. Therefore, as an alternate motion below, Council will need to direct staff to amend the Procedure Bylaw accordingly and conduct a public notification process prior to adopting the 2023 West Kelowna Council Meeting Schedule.

Alternate Recommendation:

1. **THAT** Council consider and resolve to approve the 2023 City of West Kelowna Council Meeting Schedule with amendments.
2. **THAT** Council consider and resolve to approve the 2023 City of West Kelowna Council Meeting Schedule with amendments, and further

THAT Council give first, second and third readings to the City of West Kelowna Council Procedure Amendment Bylaw No. 0258.03, 2022 to reflect the amended Council Meeting Schedule and start times.

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachment:
2023 Council Meeting Schedule