



COUNCIL REPORT

To: Paul Gipps, CAO

Date: December 13, 2022

From: Corinne Boback, Legislative Services
Manager/Corporate Officer

Subject: **Council Procedure Amendment Bylaw and Council Meeting Schedule
2023 (Adoption)**

RECOMMENDATION

THAT Council consider and resolve to adopt the City of West Kelowna Council Procedure Amendment Bylaw No. 0258.03; and

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

BACKGROUND

At the November 22, 2022, Council meeting, staff were directed to advertise the Council Procedure Bylaw amendment that changed the start times for the first Council meeting of each month for the upcoming Council Meeting Schedule for 2023. Notice of the proposed Bylaw amendment was published in the November 30th and December 7th, 2022, 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.

To date no submissions have been received by staff. Therefore, should council want to proceed, the amended bylaw needs to be adopted at the December 13th Council Meeting or rescinded to meet the legislated timelines for advertising Council's meeting schedule for the upcoming 2023 year. Should Council wish to reconsider adoption then the alternate motion below should be considered and moved.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
November 22, 2022	<p>THAT Council resolve to amend the “City of West Kelowna Council Procedure Bylaw No. 0258, 2018” as follows:</p> <p>By deleting Section 5.5.2(d) that reads:</p> <p>“(d) begin at 1:30 p.m. on the second Tuesday of each month; and 6:00 p.m. on the 4th Tuesday of each month;”</p> <p>and replacing it with:</p> <p>“(d) begin at 3:30 p.m. on the second Tuesday of each month; and 6:00 p.m. on the fourth Tuesday of each month;”</p> <p>And by deleting Section 5.5.2 (e) that reads:</p> <p>“(e) be adjourned before 5:30 p.m. on the second Tuesday of each month; be adjourned before 10:00 p.m. on the fourth Tuesday of each month; be adjourned 4 hours following the start time of a Special Council meeting, unless, by majority vote, the Council members decide to extend the time of the adjournment.”</p> <p>and replacing it with:</p> <p>“(e) be adjourned before 7:30 p.m. on the second Tuesday of each month; be adjourned before 10:00 p.m. on the fourth Tuesday of each month; be adjourned 4 hours following the start time of a Special Council meeting, unless, by majority vote, the Council members decide to extend the time of the adjournment.”</p> <p>AND FURTHER THAT Council gives first, second and third reading to the “CITY OF WEST KELOWNA COUNCIL PROCEDURE AMENDMENT BYLAW NO. 0258.03, 2022.”</p> <p>AND FURTHER THAT staff bring back the 2024 Council Meeting schedule at the first meeting in November 2023 for review and consideration.</p>	C297/22

Alternate Resolution:

1. **THAT** Council consider and resolve to rescind first, second and third reading consideration given to City of West Kelowna Council Procedure Amendment Bylaw No. 0258.03 and the bylaw be obsolete; and

THAT Council consider and resolve to approve the original 2023 City of West Kelowna Council Meeting Schedule and advertise the meeting schedule in accordance with the *Community Charter*.

REVIEWED BY

Corinne Boback, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

1. Council Procedure Amendment Bylaw No. 0258.03
2. 2023 Council Meeting Schedule
3. Copy of Notice per Section 94 of the *Community Charter*