
CITY OF KELOWNA

MEMORANDUM

Date: April 1, 2004
File No.: Bylaw No. 9200
To: City Manager
From: City Clerk
Subject: Council Procedure Bylaw

RECOMMENDATION:

THAT Council Procedure Bylaw No. 9200 be forwarded for reading consideration.

BACKGROUND:

The *Community Charter* requires a municipal council to have a procedure bylaw in place, and specifically prescribes a number of items which must be included:

- Rules of procedure for council meetings (including procedures for consideration of resolutions and adoption of bylaws);
- Rules of procedure for council committee meetings;
- Provision for taking and certifying minutes of council and council committee meetings;
- Provision for advance public notice of council and council committee meetings;
- Identification of a public notice posting place for the municipality;
- Provision for designating a council members as acting mayor;
- Identification, within the first ten days of December, for the first regular council meeting following a general local election.

Many of these items were also required under the old *Local Government Act*, and were included in Council Bylaw No. 7906; the attached draft Council Procedure Bylaw No. 9200 includes the few items that were not, and is an updated and more concise version of what was already in Bylaw No. 7906.

The *Community Charter* requires that the new procedure bylaw be adopted prior to April 29, 2004. Prior to final adoption, it also requires publication, once each week for two consecutive weeks, of a notice that council is considering the new bylaw.

City Clerk

Cc: City Manager
Deputy City Clerk