

# CITY OF KELOWNA

## BYLAW NO. 10649

### Amendment No. 5 to Council Procedure Bylaw No. 9200

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that City of Kelowna Council Procedure Bylaw No. 9200 be amended as follows:

1. THAT **PART 1 – INTERPRETATION, Interpretation**, Section 1.8 be amended by deleting “Acting Mayor” and replacing it with “Deputy Mayor” and placing the definition in its appropriate location;
2. THAT **PART 3 – DESIGNATION OF A MEMBER TO ACT IN PLACE OF THE MAYOR**, be amended by:
  - a) deleting “Acting Mayor” from the end of the section and replacing it with “Deputy Mayor” in section 3.2;
  - b) deleting “Acting Mayor” from the end of the section and replacing it with “Deputy Mayor” in section 3.3;
3. AND THAT **PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS**, sub-section **Proceedings at Public Hearings** be amended by deleting the following:
  - “4.16 The owner or applicant shall be given an opportunity limited to responding to comments or questions raised during the public hearing only before the hearing is closed on their application. The response shall be limited to a maximum of ten (10) minutes.
  - 4.17 Notwithstanding time limits for presentations set out in sections 4.14, 4.15 and 4.16 of this bylaw, Council may ask questions of any presenter and of staff for clarification purposes. Debate on the bylaw shall take place at a regular meeting of Council following the public hearing when the bylaw is presented for reading consideration.”

And replacing it with:

- “4.16 Presentations by representatives of Resident Associations shall be limited to a maximum of ten (10) minutes each. If a person has additional information that he is unable to provide within that time frame, he shall be given further opportunities to address Council after all other interested members of the public have been heard a first time. Without limiting the opportunity provided for in section 4.11 of this bylaw, speakers shall be encouraged to confine their comments to new information.
- 4.17 The owner or applicant shall be given an opportunity limited to responding to comments or questions raised during the public hearing only before the hearing is closed on their application. The response shall be limited to a maximum of ten (10) minutes.

4.18 Notwithstanding time limits for presentations set out in sections 4.14, 4.15, 4.16 and 4.17 of this bylaw, Council may ask questions of any presenter and of staff for clarification purposes. Debate on the bylaw shall take place at a regular meeting of Council following the public hearing when the bylaw is presented for reading consideration.”

4. AND THAT **PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS**, subsection **Agenda Preparation and Order of Proceedings** be amended by deleting the following:

“5.2 The agendas for all regular and special Council meetings shall contain the following matters where there are items pertaining to them, and in the order in which they are listed:

(a) Monday Regular Meeting (morning)

- Call to order
- Appointment of member to check minutes
- Reports
- Issues Arising From Correspondence & Community Concerns
- Resolution to approve those items on the agenda proposed for a closed meeting pursuant to the *Community Charter* and to close the meeting to the public
- Closed session
- Termination

(b) Monday Regular Meeting (afternoon)

- Call to order
- Appointment of member to check minutes
- Public in attendance
- Committee Reports
- Unfinished business
- Development application reports
- Bylaws (zoning and development related, including information reports for bylaws to be adopted)
- Non-development application reports
- Resolutions
- Bylaws (other than zoning and development related)
- Mayor and Councillor Items
- Termination

- (c) Tuesday Regular Meeting (following Public Hearing, if applicable)
- Call to order
  - Prayer
  - Confirmation of minutes
  - Appointment of member to check minutes
  - Bylaws considered at public hearing
  - Liquor license application reports
  - Development permit, development variance permit and Provincial Referral Reports
  - Unfinished business
  - Reports
  - Resolutions
  - Bylaws
  - Reminders
  - Termination
- (d) Public Hearing
- Reading or summarizing the notice of public hearing
  - Staff presentation
  - Summarizing any correspondence received in relation to the item being heard
  - Presentation by owner or applicant
  - Call for any person to speak or to present a written submission in relation to the item being heard
  - Applicant to respond to concerns raised by speakers or Council
- (e) Committee of the Whole Meeting:
- Call to Order
  - Appointment of member to check minutes
  - Unfinished Business
  - Public Input/Staff presentation
  - Resolution to approve those items on the agenda proposed for a closed meeting to the Community Charter and to close the meeting to the public
  - Closed session
  - Termination"

And replacing it with:

"5.2 The agendas for all regular and special Council meetings shall contain the following matters where there are items pertaining to them, and in the order in which they are listed:

- (a) Monday Regular Meeting (morning)
  - Call to Order
  - Issues Arising From Correspondence & Community Concerns
  - Reports
  - Resolution to approve those items on the agenda proposed for a closed meeting pursuant to the *Community Charter* and to close the meeting to the public
  - Closed session
  - Termination
  
- (b) Monday Regular Meeting (afternoon)
  - Call to Order
  - Confirmation of Minutes
  - Public in Attendance
  - Committee Reports
  - Unfinished business
  - Development application reports
  - Bylaws for Adoption (zoning and development related)
  - Non-development application reports
  - Bylaws for Adoption (other than zoning and development related)
  - Resolutions
  - Mayor and Councillor Items
  - Termination
  
- (c) Tuesday Regular Meeting (following Public Hearing, if applicable)
  - Call to order
  - Prayer
  - Confirmation of minutes
  - Bylaws considered at public hearing
  - Liquor license application reports
  - Development permit, development variance permit and Provincial Referral Reports
  - Reports
  - Resolutions
  - Reminders
  - Termination

(d) Public Hearing

- Reading or summarizing the notice of public hearing
- Staff presentation
- Summarizing any correspondence received in relation to the item being heard
- Presentation by owner or applicant
- Call for any person to speak or to present a written submission in relation to the item being heard
- Applicant to respond to concerns raised by speakers or Council
- Termination

(e) Committee of the Whole Meeting

- Call to Order
- Unfinished Business
- Public Input/Staff presentation
- Resolution to approve those items on the agenda proposed for a closed meeting to the Community Charter and to close the meeting to the public
- Closed session
- Termination"

5. AND THAT **PART 5 – RULES OF PROCEDURE AT COUNCIL MEETINGS**, sub-section **Conduct and Debate at Meetings**, Section 5.21 be amended by deleting words "Acting Mayor" and replacing it with "Deputy Mayor".
6. AND THAT **PART 9 – COUNCIL COMMITTEES**, sub-section **Notice of Committee Meetings** be amended by:
  - a) deleting words "Acting Mayor" and replacing it with "Deputy Mayor" in section 9.14;
  - b) adding the words "and posted on the City of Kelowna's website." after the words "on the Notice Board at City Hall." in Section 9.13;
7. This bylaw may be cited as "Bylaw No. 10649, being Amendment No. 5 to Council Procedure Bylaw No. 9200".
8. 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 23<sup>rd</sup> day of April, 2012.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk