



# PUBLIC NOTICE

## INTENT TO CHANGE COUNCIL PROCEDURE BYLAW

Pursuant to the *Community Charter*, the District of Kent gives notice that Council will consider a change to the provisions within "Council Procedure Bylaw No. 1585, 2017" at its November 13, 2024 Regular meeting at 7:00 p.m. in Council Chambers of the Municipal Hall, 7170 Cheam Avenue, Agassiz.

In general terms, the proposed amendment is to change the Regular meeting time from 7:00 p.m. to 6:00 p.m. Further, it is proposed that the end time be changed from 10:30 p.m. to 9:00 p.m.

Since December 2020, the public has had the ability to also attend meetings virtually via Microsoft Teams.

The proposed bylaw and staff report are available for viewing from November 1, 2024 to November 13, 2024 at the Municipal Hall at 7170 Cheam Avenue, Agassiz, BC during regular office hours of 8:30 a.m. to 4:30 p.m. and on the District's website at [kentbc.ca](http://kentbc.ca).

**Enquiries may be directed to Ms. Clair Lee, Director of Corporate Services, at 604-796-2235.**

**Wallace Mah  
Chief Administrative Officer**

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## REPORT TO COUNCIL

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**DATE:** October 23, 2024 **FILE:** 0560-40

**FROM:** Clair Lee, Director of Corporate Services

**SUBJECT:** Council Procedure Amendment Bylaw No. 1585.02

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**RECOMMENDATION:**

THAT Council considers giving first, second and third reading to "Council Procedure Amendment Bylaw No. 1585.02, 2024; and

THAT staff be directed to provide statutory notice pursuant to the *Community Charter*.

**BACKGROUND:**

Council Procedure Bylaw No. 1585, 2017 establishes the general procedures to be followed by Council and its Committees in conducting their business.

**DISCUSSION:**

The proposed change to move public meetings from 7:00 p.m. to 6:00 p.m. is a response to evolving community needs and participation patterns. Since 2008, meetings have been held at 7:00 p.m., but the circumstances have shifted, particularly in light of the COVID-19 pandemic. One of the most notable changes is the introduction of virtual attendance via Microsoft Teams, which has expanded access and flexibility for the public. This shift presents an opportunity to reconsider the timing of these meetings to better accommodate the schedules and responsibilities of community members.

One key benefit of a 6:00 p.m. start is the added convenience for residents with young families or early work hours. An earlier meeting time can be helpful for those who need to attend to family responsibilities or prepare for early morning commitments. The 6:00 p.m. meeting time could make it easier for these individuals to engage with local governance without disrupting their personal lives.

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CAO  
 Regular  Agenda Date Oct. 23/24  
 In Camera  Agenda Place Bylaws / Permit  
 Public Hearing  Other \_\_\_\_\_

Additionally, an earlier start time could help mitigate the risk of fatigue. Lengthy discussions late in the evening can lead to rushed decisions or diminished attention. By starting at 6:00 p.m., the meeting can still be productive while reducing the chances of extended sessions late into the evening. This also ensures individuals driving home from meetings are doing so at a safer time, particularly in inclement weather.

The proposed change aims to create a more inclusive and efficient environment for the public while balancing the well-being of Council members, staff and community members.

**ENVIRONMENTAL CONSIDERATIONS:**

Starting meetings earlier may reduce energy usage as meetings will likely end sooner, limiting the amount of time that lighting, heating, or air conditioning is required.

**BUDGETARY CONSIDERATIONS:**

Advertising costs for Bylaw No. 1585.02 are within budget.

**POLICY CONSIDERATIONS:**

Changes to a Council Procedure bylaw must be advertised in accordance with the *Community Charter*.

Respectfully submitted for your consideration

Approved for submission by

  
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Clair Lee  
Director of Corporate Services

  
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Wallace Mah,  
Chief Administrative Officer

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## THE CORPORATION OF THE DISTRICT OF KENT

### BYLAW NO. 1585.02

*“A bylaw to establish the rules of procedure for the  
Council and Committees of the District of Kent”*

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**WHEREAS** under Sections 124 (1) of the *Community Charter*, Council must, by bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business,

**NOW, THEREFORE**, the Council of the District of Kent in open meeting assembled enacts as follows:

1. **CITATION**

This Bylaw may be cited for all purposes as “Council Procedure Amendment Bylaw No. 1585.02, 2024” and comes into effect on the date of adoption.

2. **TEXT AMENDMENT**

That “Council Procedure Bylaw No. 1585, 2017” be amended by removing Section 3(e) and replacing with the following:

- (e) Regular Meetings of Council shall be held at 6:00 p.m. and end no later than 9:00 p.m. Council may extend a meeting or schedule it to a different time.

3. **ADMINISTRATIVE PROVISION**

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- (b) If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

READ A FIRST TIME this            day of            , 2024.

READ A SECOND TIME this            day of            , 2024.

READ A THIRD TIME this            day of            , 2024.

FINALLY PASSED AND ADOPTED this            day of            , 2024.

**CERTIFIED CORRECT:**

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S. Pranger, Mayor

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W. Mah, Chief Administrative Officer

**CERTIFIED A TRUE CORRECT COPY**  
of "Council Procedure Amendment Bylaw  
No.1585.02, 2024" adopted this    day  
of            , 2024.

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Clair Lee, Director of Corporate Services