

**COUNCIL POLICY C010****01 - Administration****Delegations Before Council**

Effective Date: February 1, 2011  
Last Revised: May 28, 2019

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**1. Policy Statement**

Pitt Meadows City Council receives delegations at Council meetings and at Engagement and Priorities Committee meetings, as scheduled by the Corporate Officer and as prescribed in this policy.

**2. Purpose**

A delegation is a presentation to Council by a member of the public or an organization for the purpose of highlighting topics of municipal interest or concern. This policy provides guidelines and requirements for: the submission of delegation requests; the approval and scheduling process for delegations; and the presentation protocol for delegations.

**3. Scope**

This policy applies to all requests for delegations to regular Council and Engagement and Priorities Committee (EPC) meetings.

**4. Exclusions**

This policy does not apply to:

- Question & Comment period during regular Council meetings;
- Community engagement opportunities during EPC meetings; or
- Participation at public meetings of the City's community advisory committees, task forces, round tables, or other advisory bodies.

**5. Policy****5.1 Definitions**

- a) **Corporate Officer** means the Corporate Officer for the City of Pitt Meadows or their designate.



- b) **Delegate** means a member of the public or an organization that wishes to schedule a presentation before Council.
- c) **Delegation** means a presentation to Council by a member of the public or an organization that has been scheduled onto an agenda after completing the Delegation Request Form.
- d) **Delegation Request Form** means the online or printed application form that the Delegate completes in order to appear before Council at a regular Council or EPC meeting.
- e) **Engagement and Priorities Committee** or "**EPC**" means a standing committee of the whole of Council that meets approximately once a month.
- f) **Meeting** means a regular Council or EPC meeting.
- g) **Regular Council Meeting** means a public meeting held by Council as published in Council's annual meeting schedule.

## **5.2 Roles and Responsibilities**

- h) The Corporate Officer, in consultation with the Mayor and/or Chief Administrative Officer, is responsible for the review and approval of all delegations in accordance with the parameters outlined herein, and the overall administration of this policy.
- i) The Legislative Services Department, under the management of the Corporate Officer, supports the administrative coordination of all delegations.
- j) The Chair of a Council or EPC meeting is responsible for maintaining order and decorum throughout the meeting, including enforcing delegation parameters and protocol as outlined in this policy.

## **5.3 Parameters**

- a) A delegation will only be heard by Council if:
  - a Delegation Request Form is submitted and approved by the Corporate Officer in advance, and the delegation is scheduled onto the agenda of the meeting; or
  - the delegation is approved by the unanimous vote of the Council members present during 'Late Items' at a Council or EPC meeting.

- b) Delegations pertaining to the following topics are not permitted and such requests will be denied:
- Any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and where the proposed bylaw has not yet been adopted;
  - Any rezoning or land use matter for which a public hearing is prohibited by provincial legislation;
  - Any matter that is before the courts or for which legal action is being pursued or is pending;
  - Matters pertaining to publicly tendered contracts for the provision of goods and services for the City, between the time that proposals are called and the time that the contract has been awarded;
  - Any matter that is or has been the subject of a claim for damages against the City;
  - Any matter that involves an application before the Board of Variance that is pending or has been decided;
  - Requests for financial or in-kind support;
  - The promotion of commercial goods or services;
  - Any matter on which the Delegate has already spoken to Council and where no new, significant information is provided;
  - Any matter or initiative that is in conflict with programs or services offered, or values held, by the City;
  - Any matter that may confuse the community as to programs and services offered, or values held, by the City;
  - Other topics deemed inappropriate or of concern by the Mayor and/or Chief Administrative Officer.
- c) There will be a limit of one (1) delegation scheduled per meeting unless special circumstances arise and additional delegations are pre-approved by the Mayor or Chair of the Meeting.
- d) Delegations are restricted to five (5) minutes for the presentation and five (5) minutes for questions and comments from Council. The delegation topic must be restricted to the topic indicated on the original Delegation Request Form.
- e) The Chair of the meeting will preserve order by limiting presentations to their allotted five (5) minute timeframe, unless the Chair so chooses to extend the timeframe. The Chair of the meeting may address a delegation

that deviates from its intended purpose, or becomes disrespectful or disruptive in nature.

- f) If a delegate refuses to comply with directions provided by the Chair, the Chair may order the expulsion and exclusion of the delegate from the meeting, pursuant to section 133 of the Community Charter, or recess the meeting until the situation is resolved.

#### **5.4 Delegation Request Procedures**

- a) All delegation requests must be submitted in writing, using:
- the online request form located on the City's website; or
  - the Delegation Request Form in Attachment A.
- b) Delegation requests must include the following details:
- purpose of the presentation;
  - specific request (if any) to be considered by Council or the Committee;
  - contact details for the person who will speak on behalf of the delegation; and
  - confirmation of any PowerPoint or handouts that will be used/provided during the delegation.
- c) The Legislative Services Department will respond to delegation requests as soon as possible with confirmation or declination of the request.
- d) Approved delegations will be scheduled for the first available meeting date, unless other arrangements are made.
- e) Presentation materials, including PowerPoints, videos and handouts, must be received by the Legislative Services Department no later than 12:00 p.m. on the Thursday prior to the scheduled meeting. The City reserves the right to:
- edit the presentation in order to address privacy concerns;
  - deny the right to use presentation materials if content is considered inappropriate; and
  - deny the right to use presentation materials if they are not received by the deadline.

#### **5.5 Delegation Presentation Procedures**

- a) Delegates will arrive 10 minutes prior to the start time of their scheduled

- meeting and announce their arrival to Legislative Services Staff in the Council Chamber.
- b) Legislative Services Staff will orient the delegate to the Council Chamber, explain the procedures for the meeting, and how to use the podium microphone and wireless PowerPoint clicker, if required.
  - c) The delegate will take a seat in the gallery until such time as the Chair calls upon the delegate to begin their presentation. At this time, the delegate will proceed to the speaker's podium and begin their presentation.
  - d) Delegations are restricted to five (5) minutes for the presentation and five (5) minutes for questions and comments from Council. The presentation topic must be restricted to the topic indicated in the original Delegation Request Form.
  - e) The Delegate may speak longer only if permitted by the Mayor or Chair of the meeting.
  - f) Protocol for Addressing Council:
    - The Mayor will be addressed as "Your Worship", "Mr. Mayor" or "Mayor <surname>".
    - If the Mayor is not presiding over the meeting, the Chair will be addressed as "Mr. Chair" or "Madam Chair".
    - Councillors will be addressed as "Councillor <surname>".
    - Staff will be addressed either by title or by name (e.g. Director Grant or Ms. Grant).
    - All responses or questions to Council or staff will be addressed through the Mayor or Chair.
    - Delegates will refrain from engaging in improper conduct including disrespectful comments, personal attacks, or abusive language. Such behaviour may result in the termination of the delegation by the Chair. Should the delegate not adhere to the decisions of the Chair, the Chair may order the person expelled from the meeting, or may choose to recess the meeting until the issue is resolved.

## 6. Related Policies

Council Policy C101 - Respectful Workplace  
Council Policy C072 - Grants and Donations



## Delegation Request Form

Submit completed forms to the Legislative Services Department at Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, V3Y 2B5, by mail or in person, or email to [info@pittmeadows.ca](mailto:info@pittmeadows.ca).

Submission of this form does not guarantee the approval of your request for a delegation. All delegation requests are subject to the provisions outlined in Section 5.3(b) of Council Policy C010 'Delegations Before Council'. Your delegation will be confirmed by telephone or e-mail upon review.

**Please Print.** All sections must be completed. (Please use separate sheet, if more space needed).

First Name:	Last Name:
Organization (if applicable):	
Address:	
City:	Postal Code:
Phone:	Email:
Issue or Topic of Delegation (provide specific details about your intended presentation; attach additional information if required):	
Purpose: <input type="checkbox"/> Information Only <input type="checkbox"/> To make a request (If you're making a request, please provide details):	
Will you have a PowerPoint presentation? <input type="checkbox"/> No <input type="checkbox"/> Yes	Will you have handouts for Council? <input type="checkbox"/> No <input type="checkbox"/> Yes



Do you require any accessibility accommodations? ☐ No ☐ Yes

If yes, what do you require?

**Appearing Before Council as a Delegation:**

1. Persons or organizations wishing to appear before Council as a delegation must submit a written request. You may forward your request using one of the following methods:
  - email: [info@pittmeadows.ca](mailto:info@pittmeadows.ca)
  - mail or hand deliver: City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, V3Y 2B5
2. If your request is approved, you will receive notification from the Legislative Services Department who will schedule your delegation for the first available meeting date, unless other arrangements are confirmed.
3. If you are using an electronic presentation (e.g. PowerPoint), you must provide the Legislative Services Department with the file via email or on a flash drive/memory stick no later than 12:00 p.m. on the Thursday prior to the scheduled meeting.
4. Please include all pertinent background information and related documents with your Delegation Request Form so that all necessary details may be considered.

*On the evening of your Delegation:*

1. Delegates will arrive ten (10) minutes prior to the start time of their scheduled meeting and announce their arrival to Legislative Services staff in the Council Chamber.
2. Delegations are restricted to five (5) minutes for the presentation (unless otherwise approved by the Chair) and five (5) minutes for questions and comments from Council. The delegation topic must be restricted to the topic confirmed with the Legislative Services Department.
3. Delegates will refrain from engaging in improper conduct including disrespectful comments, personal attacks or abusive language. Such behaviour may result in the termination of the delegation by the Chair and, should the delegate not adhere to the decisions of the Chair, the Chair may order the person expelled from the meeting or have the meeting recessed until the issue is resolved.

I confirm that I have read and understand the above information:

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Signature

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Date

NOTICE: Delegations are held at public Council meetings, which are broadcast live via the City's website and available as a recorded archive from the City's website following the live event. The name of each delegation and their topic of discussion may become part of the public record in the meeting agenda and minutes, which will be available online at [pittmeadows.ca](http://pittmeadows.ca). Personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Any questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form can be directed to: FOI Head, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, or [kbarchard@pittmeadows.ca](mailto:kbarchard@pittmeadows.ca)