

Staff Report to Council

Administrative Services

FILE: 0340-50/19

DATE: May 23, 2019

Date of Meeting – May 28, 2019

TO: Mayor and Council

FROM: Kate Barchard, Manager of Administrative Services

SUBJECT: Amended Council Policy C010 'Delegations Before Council'

RECOMMENDATION(S): THAT Council:

- A. Approve the amended and re-named Council Policy C010 'Delegations Before Council' as presented at the May 28, 2019 Regular Meeting of Council; OR
- B. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:



PURPOSE

To present Council with an amendment to the 'Delegations and Presentations Before Regular Council and Council in Committee' Council Policy for Council's consideration and approval. This amendment incorporates key changes such as: an updated policy name; clarity of roles and responsibilities; and parameters for approval or declination of requests.

☐ Information Report

☐ Direction Report

☒ Decision Report

DISCUSSION

Background:

It has been a longstanding practice of Pitt Meadows City Council to welcome members of the public or organizations to Council meetings to present on matters of interest or concern to the municipality. Although there is no legal requirement for Council to allow public presentations at Council meetings, it is

a municipal practice that promotes inclusiveness, transparency and collaboration. Delegations can also be an important tool for Council to garner necessary information to effectively represent the interests of the community when setting policy and making decisions.

The policy pertaining to delegations was last reviewed by Council in 2015. Since that time, there have been changes to Council meeting practices and challenges with the delegations process that have predicated the need for an amendment to the policy. Also, Council has recently undergone a governance and committee restructure process, through which the delegation policy was earmarked for amendments in 2019.

Key Amendments:

The following key changes have been incorporated into the draft amendment:

1. **Council Committee name update.** Council has recently adopted the name 'Engagement and Priorities Committee' (or EPC) for their Committee of the Whole. This change is reflected throughout the policy.
2. **Updated Policy name.** Staff are recommending a simplified name to the Policy for ease of use, from the 'Delegations and Presentation Before Council and Council in Committee' Policy to the 'Delegations Before Council' Policy.
3. **Clarity of roles.** The amendment includes a new section that clarifies the roles and responsibilities for reviewing, approving, and scheduling delegations, as well as enforcing protocol during the presentations. Please see section 5.2 for details.
4. **Parameters for approvals and declinations.** Staff have incorporated recommended parameters to effectively guide the approval process of delegation requests. Parameters established by other municipalities were reviewed and a list compiled that Staff feel will reflect Council's preferences. Please see section 5.3(b) for details.
5. **Number of delegations per meeting.** With the introduction of Question & Comment Period during regular council meetings and two-way dialogue opportunities during EPC meetings, there is less need for scheduled delegations. In order to accommodate the additional time that Question & Comment period or two-way dialogue require on the agenda, Staff are recommending that scheduled delegations be limited to one (1) per meeting, with the ability to schedule additional delegations should it be deemed prudent by the Mayor/Chair or the Chief Administrative Officer.
6. **Time limit.** The current policy stipulates that delegations are restricted to ten (10) minutes. Staff are recommending further clarification on this time limit by stating that delegates have five (5) minutes to present their information to Council and a further five (5) minutes to answer questions and hear comments from Council.
7. **Respectful behaviour.** Language pertaining to respectful conduct during council meetings has been incorporated into the policy.
8. **Housekeeping amendments.** The amendment has been drafted in the new council policy template, with changes to formatting and section headers.

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☒ Corporate Excellence ☐ Economic Prosperity ☐ Community Livability
- ☐ Transportation & Infrastructure ☐ Not Applicable

Engage stakeholders in meaningful dialogue.

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved
- ☐ Other ☐ Referral to Business Planning

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS**Written by:**

Kate Barchard
Manager of Administrative Services

Reviewed by:

Mark Roberts
Chief Administrative Officer

ATTACHMENT(S):

- A. DRAFT Amended Council Policy C010 – ‘Delegations Before Council’
- B. Current Council Policy C010 – ‘Delegations and Presentation Before Council and Council in Committee’

Delegations Before Council

Effective Date: February 1, 2011

Revised Date: April 3, 2012

Revised Date: January 20, 2015

Reaffirmed Date: February 17, 2015

Revised date: XX, 2019

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

Corporate Officer means the Corporate Officer for the City of Pitt Meadows or their designate.

Delegate means a member of the public or an organization that wishes to schedule a presentation before Council.

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.

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.

Engagement and Priorities Committee or "EPC" means a standing committee of the whole of Council that meets approximately once a month.

Meeting means a regular Council or EPC meeting.

Regular Council Meeting means a public meeting held by Council as published in Council's annual meeting schedule.

5.2 Roles and Responsibilities

- a) 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.
- b) The Legislative Services Department, under the management of the Corporate Officer, supports the administrative coordination of all delegations.
- c) 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 has not yet been adopted;
 - 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

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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.

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?	Will you have handouts for Council?
<input type="checkbox"/> No <input type="checkbox"/> Yes	<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
 - 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:

Signature

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. 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



Delegations and Presentations Before Regular Council and Council in Committee

Effective Date: February 1, 2011
Revised Date: April 3, 2012
Revised Date: January 20, 2015
Reaffirmed Date: February 17, 2015

Policy Statement

Regular Council and Council in Committee meetings are open to the public. Members of the public are encouraged to appear before the Council to enter a request for action, register a complaint, bring Council up to date on a project, or to provide further information on an issue currently before the Council for a decision.

1. Purpose

To provide guidelines for members of the public, or staff, who wish to make a presentation before Regular Council or Council in Committee meetings.

2. Definitions

The following definitions apply in this policy:

Corporate Officer means the Manager of Legislative Services or his or her designate.

Council in Committee Meeting means a meeting held at 6 p.m. on the second Tuesday and at 3 p.m. on the fourth Tuesday of each month in the Meadows Room of the Pitt Meadows City Hall.

Delegate means a person who wishes to speak to Council on an issue.

Delegation means a presentation by a person/organization that has been scheduled onto an agenda after completing the Delegation Request Form.



Delegation Request Form means the form the Delegate fills out in order to appear before Council at a Regular Council or Council in Committee meeting.

Presentation means a presentation by city staff or presentation from an external body as requested by Council.

Presenter means city staff or a person or group invited to provide a presentation to Council.

Regular Council Meeting means a meeting held on the first or third Tuesday of each month at 7 p.m., in the Council Chamber of the Pitt Meadows City Hall.

3. Procedure

- I. Delegate must submit a written request or complete a Delegation Request form (see Attachment A) which can be filled out on-line at the Pitt Meadows web site – www.pittmeadows.bc.ca.
 - (a) Delegate must submit the Delegation Request Form to the Corporate Services Department at lkelly@pittmeadows.bc.ca, or fax at 604.465.2404, no later than noon on Monday the week preceding the meeting at which the Delegate wishes to appear, with a copy of the presentation and supporting documents, if applicable.
 - (b) Delegate may specify the preferred date to be heard.
 - (c) There will be a maximum of three delegations/presentations per meeting.
 - (d) Where written application has not been received by the Corporate Officer, an individual or delegation may address the meeting, if approved by the unanimous vote of the members present.
 - (e) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegations.
2. All delegation requests will be processed according to the Delegation Request deadlines.
 - (a) Delegate's speaking time will be restricted to 10 minutes and the subject matter must be limited to the subject matter specified in the written request or Delegation Request Form and fall within municipal jurisdiction or interest.



- (b) The Delegate may speak longer if agreed to by unanimous vote of those Council members present.
- 3. The Corporate Officer will respond to the request by telephone or in writing advising the date of the meeting at which the Delegate is scheduled to appear.
- 4. Delegate must advise the Corporate Officer of his or her presence at the meeting.
- 5. Each Delegate will be called upon when it is time to make the presentation to Council.
- 6. Council may invite presentations by advising the Chief Administrative Officer. Presentations from Council invited groups are not subject to a speaking time limit.

4. Protocol

- 1. The Mayor will be addressed as “Your Worship”, “Mr. Mayor” or “Mayor <name>”.
- 2. The Councillors will be addressed as “Councillor <name>”.
- 3. Staff will be addressed either by title or by name.
- 4. All responses or questions to Council or staff will be addressed through the Mayor or Council in Committee Chair.



Attachment A Delegation Request Form

A person wishing to appear as a delegation to Council must register a request in writing with the Corporate Services Department *no later than 12:00 noon on Monday the week preceding the meeting*. Supporting documents, letters or other material for distribution to Council must also be submitted by this date and time if they are to be included in the Council agenda package. Please note, in accordance with City policy, the City does not provide grants or donations. Delegation requests that are non-jurisdictional or of a financial nature may not be accepted.

Speakers will be restricted to the subject matter specified in the written request and to a limit of 10 minutes, unless extended by Council.

Please Print. All sections must be completed.

Meeting Type: (1)	
Meeting Date: (2)	
Organization (if applicable):	
Presenter's Name	
Address:	
Phone:	
Fax:	
E-Mail:	
Purpose of Delegation	
Will you be making a PowerPoint presentation?	Yes _____ No _____

Notes:

- (1) Choices are Council in Committee Meeting ("CIC") or Regular Council Meeting. CIC meetings are informal in nature and are not televised. Regular Council Meetings are formal and are televised. Normally delegations are heard at Regular Council Meetings.
- (2) Please refer to the current Council Meeting Calendar (on website www.pittmeadows.bc.ca or as posted on City Hall Notice Board) for the schedule of CIC and Regular Council Meetings for the fiscal year.

Your delegation time and date will be confirmed by Thursday the week preceding the meeting.

Please note: presentation time is a maximum of ten minutes.

Return to: Legislative Services Department (lkelly@pittmeadows.bc.ca) Ph: 604 465 2406