

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	Council – General	0530
Title:	Delegations to Council	2016-01

Related Policies

Number	Title
01-0530-2016-02	Non-Jurisdictional Items

Approvals

Approval Date: June 7, 2016	Resolution #: <u>CW16/085</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended: February 25, 2020	Resolution #: <u>RC20/124a</u>
Amended: June 27, 2023	Resolution #: <u>RC23/147 (Consent)</u>

Corporate Policy Manual

Delegations to Council

Policy

The Council of the City of Port Moody receives delegations at most Regular Council meetings. Delegations are scheduled by the Corporate Officer, and are allotted five (5) minutes to address City Council on issues of municipal concern.

Definitions

“Delegation” means an address to Council or Committee at the request of the person wishing to speak and relates to an item of business on the agenda of the Meeting at which the person wishes to appear, or includes the submission of a request.

Procedures

Submission of Request

Any person wishing to appear before Council as a Delegation shall submit a *Request to Appear as a Delegation* form to the Corporate Officer at least eight (8) days prior to the date of the meeting at which the person wishes to appear. Legislative Services Division staff shall acknowledge *Requests to Appear as a Delegation* upon receipt.

Scheduling Delegations

1. The Corporate Officer shall schedule Delegations for Regular Council meetings, or for Council Standing Committee meetings or advisory body meetings as deemed appropriate according to the subject matter of the Delegation. Once the date of the meeting at which the Delegation will appear has been confirmed, the Corporate Officer or their designate shall advise the Delegation.
2. Unless Council has specifically resolved otherwise at a previous meeting, the maximum number of Delegations at each meeting is one (1). Up to one (1) additional Delegation may be scheduled at the discretion of the Corporate Officer in cases where time is of the essence.
3. Delegation requests that concern a non-jurisdictional issue will be handled according to the Corporate Policy on *Non-Jurisdictional Items*.
4. If a Delegation request concerns a matter previously decided by Council or an issue which is being or has been dealt with in a public participation process, the Delegation's request to appear before Council shall be placed on the appropriate agenda for Council direction.
5. Delegations seeking to address Council regarding a bylaw in respect of which a Public Hearing has been held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the Bylaw, shall be refused.

Procedures for Delegations

1. Page two of the *Request to Appear as a Delegation* form, along with any additional material submitted by the Delegation along with the form, shall be included in the agenda package for the meeting at which the Delegation is scheduled to appear. The Corporate Officer has the discretion to limit additional material to 10 pages.

Corporate Policy Manual

Delegations to Council

2. Resolutions for consideration of endorsement by Council should contain no more than two (2) whereas clauses.
3. Any Delegation that wishes to use a PowerPoint or similar presentation must submit the presentation by noon of the day preceding the meeting at which the Delegation is scheduled to appear.
4. Speakers may proceed when recognized by the presiding member and shall begin by stating their name and city of residence.
5. Delegations must be recognized by the presiding member prior to speaking. Speakers must address their remarks to the presiding member.
6. Delegations are allotted five (5) minutes to address Council. The mayor may give permission for a longer allotment at the time the Delegation is scheduled. During the meeting at which the Delegation appears, Council may extend the time limit by a two-thirds majority vote.

Response to Delegation

Unless Council unanimously resolves to immediately address the issue brought forward by the Delegation, no decision on the Delegation's requested action will be made by Council during the meeting at which a Delegation is heard. Following the Delegation, Council may take no action, or may do one or more of the following:

- refer the issue to the next or another meeting of Council;
- refer the issue to staff for a report; and
- refer the issue to a committee for consideration and recommendation to Council.

Monitoring/Authority

This policy is to be administered and monitored by the Legislative Services Division. Changes to this policy require approval from Council.