

Report

Date October 2, 2024

File: 0340-10

Subject Public Input and Meeting Conduct Policy Update

PURPOSE

To consider amendments to the Public Input and Meeting Conduct Policy to align with the Council and Committee Procedures Bylaw that was adopted on July 17, 2024.

BACKGROUND

Council adopted the Council and Committee Procedures Bylaw No. 3945, 2024 on July 17, 2024. To support Council meetings to a higher degree, staff identified existing policies requiring review/updates and new policies for Council to consider, as noted below:

Policy Name	Existing/New	Amended	Re-written
Council Advisory Body Policy	Existing	2024-08-21	N/A
Consent Agenda Policy	Existing	2024-08-21	N/A
External Appointments Policy	Existing	2024-08-21	N/A
Notice of Motion Policy	Existing	2024-08-21	N/A
Public Hearing Procedures Policy	Existing		
Public Input and Meeting Conduct Policy	Existing		
Agenda and Minutes Policy	New		
Delegations and Presenters Policy	New		
Electronic Meeting Participation Policy	New		
Petitions Policy	New		

As noted in the table above, Council approved amendments to the following policies at their August 21, 2024, regular Council meeting:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy

The remaining policies identified will be brought to future meetings for Council's consideration when they are ready.

DISCUSSION

Public Input and Meeting Conduct Policy

As indicated in the staff report that went to the August 21, 2024, regular Council meeting, the [Public Input and Meeting Conduct Policy](#) has been re-written to better align with Council and Committee Procedures Bylaw No. 3945.

Staff recommend Council approves the following changes to the Public Input and Meeting Conduct Policy (Attachment 1):

- (1) Reorder and rename the sub-headings as follows:
 - 3.1 Public Participation and Conduct [previously 3.3 Meeting Conduct]
 - 3.2 Public Input Opportunity [previously 3.1 Public Input Session]
 - 3.3 Question Period Opportunity [previously 3.2 Questions]
- (2) Public Participation and Conduct (Section 3.1):
 - Modernized language and clarify disruptive behaviours
- (3) Public Input Opportunity (Section 3.2):
 - Expanded upon speaker guidelines and how to address Council
 - Differentiated how members of the public can participate: in person, by phone, or electronically
 - Created a process to register to speak during Public Input in advance of the meeting by way of a web form that is fair and equitable to all persons whether they are attending the meeting in person from Council Chambers, by phone, or electronically
 - Removed the limitations to the number of speakers permitted and how long each speaker may address Council because these provisions are now included in the Council and Committee Procedures Bylaw No. 3945, 2024
- (4) Question Period Opportunity (Section 3.3):
 - Expanded upon speaker guidelines and how to address Council
 - Minor updates to clarify and modernization the language
- (5) Added the following 'Failure to Follow Rules' statement: 'Refusal to follow these rules may result in removal from the meeting.'

OPTIONS

1. **(Recommended Option)** THAT Council approves the amendments to the Public Input and Meeting Conduct Policy as outlined in and attached to the Manager, Legislative Services report dated October 2, 2024.
 - The recommended option ensures this policy aligns with the newly adopted Council and Committee Procedures Bylaw No. 3945, 2024 and that the public input sign-up process for all participants [in person, by phone, electronically] is fair and accessible.
2. THAT Council refers the draft Public Input and Meeting Conduct Policy to a future Committee of the Whole meeting for further review and discussion.
 - If Council wishes to propose further amendments to this policy, best practice would be to bring it to a future Committee of the Whole for a more fulsome review and discussion.

IMPLICATIONS

Should Council approve the revised Public Input and Meeting Conduct Policy as presented:

- (1) The policy will be replaced on the website, and links to the policy will be included on the agenda cover page to increase transparency and provide members of the public with easy access to the information.

- (2) An online webform will be created to enable members of the public who participate by phone or electronically to register to sign up to speak during Public Input in advance of the meeting.
- (3) Members of the public who want to participate in public input by phone and electronically will have to sign up in advance of the meeting using the web form, as opposed to simply raising their hands when called upon.
- (4) A kiosk and iPad will be located outside of Council Chambers so that members of the public who want to participate in public input in person can sign up in advance of the meeting using the web form instead of the sign-up sheet.
- (5) It is anticipated that there will be a learning curve for members of the public who are familiar with the current public input process. To ease the transition, online messaging will be updated, and staff from Legislative Services will be on hand outside of Council Chambers 30 minutes prior to the start of the meetings to assist members of the public who want to sign up for public input. Council could also consider providing a grace period for those adjusting to the new process.
- (6) An iPad and kiosk stand will be purchased for \$1,000. The Legislative Services department will use this new equipment at every Council and Committee of the Whole meeting. It will be used by the Communications and Public Engagement department at various public engagement opportunities that are held throughout the community.

RECOMMENDATION

THAT Council approves the amendments to the Public Input and Meeting Conduct Policy as outlined in, and appended to, the Manager, Legislative Services report dated October 2, 2024.

Report prepared by:



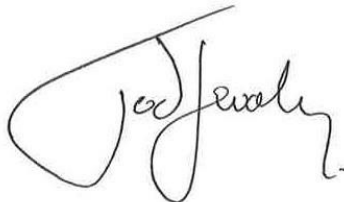
Tricia Mayea
Manager, Legislative Services

Report reviewed by:



Bill Corsan
General Manager, Corporate Services and
Community Relations

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment:

- (1) Public Input and Meeting Conduct Policy