

Report

Date December 4, 2024
Subject Delegations and Presenters Policy

File: 0340-10

PURPOSE

To introduce the Delegations and Presenters Policy, which details the management of delegations and presenters, and to align these procedures with the Council and Committee Procedures Bylaw 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	2024-10-02	N/A
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 Council Advisory Body Policy, Consent Agenda Policy, External Appointments Policy, and Notice of Motion Policy at the August 21, 2024, regular Council meeting and to the Public Input and Meeting Conduct Policy at the October 2, 2024, regular Council meeting.

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

DISCUSSION

Delegations and Presenters Policy

As highlighted in the staff report titled "[Council Policy Updates](#)" presented at the August 21, 2024, regular Council meeting, a new 'Delegations and Presenters' Policy was proposed for future consideration. This policy outlines a clear process for members of the public applying to be a

delegation, for staff managing the process, and aligns with the Council and Committee Procedures Bylaw No. 3945.

A summary of the new Delegations and Presenters Policy (Attachment 1) is noted below:

Section & Title		Highlights
4.1	Roles and Responsibilities	This section provides a high-level overview of the roles and responsibilities of the Corporate Officer, Presiding Member, and Chief Administrative Officer.
4.2	Inviting a Guest to Present at a Meeting	This section clarifies how staff process Presenters internally.
4.3	Prior to Submitting a Request to be a Delegation	This section empowers staff to address the applicant's concerns or resolve the issue operationally, eliminating the need for a formal Delegation process before Council.
4.4	Submitting a Request to be a Delegation	This section outlines the parameters for submitting a delegation request and the required application contents.
4.5	Process for Responding to a Request to be a Delegation	This section details the step-by-step process for the Corporate Officer, Chief Administrative Officer, and Mayor when handling delegation requests. It also explains the process if the Corporate Officer rejects an application and how the applicant can request Council reconsideration.
4.6	Presentation Materials	This section sets clear parameters for processing presentation materials.
4.7	Addressing a Council Body during the Meeting	This section informs applicants about what to expect as a delegation, including arrival times for in person participation, electronic participation, allotted time, how to address Council, and post-presentation steps.
4.8	Following the Presentation	This section outlines what Council may do following a delegation and the possible next steps.
4.9	Attending an In-Camera Meeting	This section describes the process for Delegations and/or Presenters attending an in-camera meeting.

The draft Delegations and Presenters Policy outlines the procedures that Legislative Services staff have been following to manage delegation applications and presenters over the past few years. By formalizing these practices into a policy, we aim to ensure consistency and transparency in how these applications are handled.

OPTIONS

- (Recommended Option)** THAT Council approves the Delegations and Presenters Policy, as attached to the Manager, Legislative Services report dated December 4, 2024.
 - The recommended option ensures this policy aligns with the newly adopted Council and Committee Procedure Bylaw No. 3945, 2024, enhancing transparency for both the public and staff.
- THAT Council refers the draft Delegations and Presenters Policy to a future Committee of the Whole meeting for further review and discussion.
 - If Council wants to amend the draft policy, the best practice would be to bring it to a future Committee of the Whole for a more fulsome review and discussion.

IMPLICATIONS

If Council approves the Delegations and Presenters Policy as presented:

- (1) The policy will be added to the website, and links to it will be included on the agenda cover page to enhance transparency and provide the public with easy access to the information.
- (2) Members of the public applying to be a delegation will receive a link to the policy to familiarize themselves with the process.

There are no financial implications to note.

RECOMMENDATION

THAT Council approves the Delegations and Presenters Policy, as attached to the Manager, Legislative Services report dated December 4, 2024.

Report prepared by:



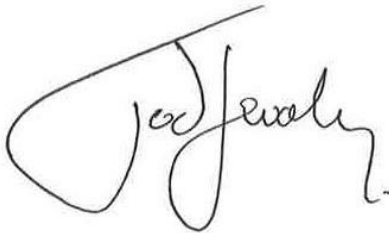
Tricia Mayea
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Report reviewed by:



Bill Corsan
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Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Delegations and Presenters Policy