

		COUNCIL POLICY
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SUBJECT:	REQUESTS TO ADDRESS COUNCIL POLICY	
SPONSOR:	LEGISLATIVE SERVICES	
AUTHORIZED BY:	COUNCIL	
EFFECTIVE DATE:	May 2016	REVISION DATE: September 2024

PURPOSE

The purpose of this policy is to outline the administrative processes used in placing requests to address Council on meeting agendas, and to provide guidance to Council in managing issues resulting from requests to address Council.

APPLICATION

1. This policy applies to any meeting at which requests to address Council are allowed and is to be used in conjunction with the City's Council Procedures Bylaw

POLICY STATEMENTS

General

2. Under the City's Council Procedures Bylaw, requests to address Council are a standing agenda item for each regular City Council meeting of the month.
3. A maximum of fifteen requests may be scheduled.
4. Requests to address Council must be received by the City Clerk 48 hours before the meeting, to be placed on the agenda.
5. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.
6. Individuals may present for Council information. Council must not take any action on an address to Council at the meeting at which the address is given.
7. Council members who would like to respond to an individual's address will do so by submitting a motion at a subsequent Committee of the Whole or Council meeting.

Request Process

8. An individual may submit a request to address Council using the form provided for that purpose on the City's website. Supporting materials may be attached. Requests submitted via other methods will also be accepted, if the request includes the individual's name, address and the topic upon which the individual wishes to address Council.
9. Individuals submitting requests to address Council are scheduled on a first-come, first-serve basis. However, the following exceptions may be made:

- a. *Priority is be given to a representative from a government agency or an Indigenous Nation; and*
 - b. *Priority is given to speakers that have not addressed Council within the last three meetings of the request.*
10. In accordance with the Council Procedures Bylaw, staff will not place a request to address Council on an agenda if the topic of the address is:
 - a. a land-use bylaw or permit that is expected to be considered by Council;
 - b. the promotion of commercial goods or services;
 - c. a known candidate for election, or in support of a candidate for election;
 - d. active litigation affecting the City.
11. More than one individual may address Council on the same topic at the same meeting, subject to the following:
 - a. a speaker's time cannot be combined or shared with another speaker's time;
 - b. there must be clear separation between each speaker and their presentations;
 - c. a speaker may not substitute another person to speak on their behalf.
12. An individual may not address Council more than once at the same meeting, even if the topic of each address is different.
13. Staff will review the request, and any other materials submitted and remove any information that, if included on a public Council agenda, would violate:
 - a. the *BC Freedom of Information and Protection of Privacy Act*, such as an individual's contact information or information about third parties;
 - b. the *BC Human Rights Code*, including any information that indicates discrimination or an intention to discriminate against a person or a group or class of persons, or is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons; or,
 - c. the City's *Respectful Workplace Policy*, including information that is intended to insult, bully, intimidate or otherwise diminish a person's self-esteem, subject to the freedom of speech provision of the *Canadian Charter of Rights and Freedoms*.
14. Once reviewed, staff will include the request and any other materials submitted, along with the individual's name and the topic of the address, on the Council agenda.

REVISION HISTORY

Version 1.0 – May 2016

Version 2.0 – July 2023

Version 3.0 – September 2024

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