

		<b>COUNCIL POLICY</b>	
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<b>CHAPTER:</b>			
<b>SECTION:</b>			
<b>SUBJECT:</b>	Requests to Address Council		
<b>AUTHORIZED BY:</b>	Council		
<b>EFFECTIVE DATE:</b>	May 2016	<b>REVISION DATE:</b>	

## A. BACKGROUND

Under section 15(1) of the City's Council Procedures Bylaw, requests to address Council are a standing agenda item for all regular City Council meetings. Up to six requests are scheduled after reading of the minutes. Any additional requests are included on the agenda after any public and statutory hearings.

Section 16 of the Council Procedures Bylaw provides further details regarding visitors and delegations. Requests to address Council must be received by the City Clerk by 11 a.m. on the day before the meeting, in order to be placed on the agenda. Addresses are limited to five minutes, unless a longer period is agreed to by unanimous vote of the Council members present at the meeting.

The nature of the presentations made to Council during this portion of the agenda can vary greatly. The only limitation is outlined in section 16(6) of the Council Procedures Bylaw, which states that Council must not permit a delegation to address Council regarding a bylaw or permit for which a public hearing has been held or the promotion of commercial goods or services.

Individuals may present simply for Council information or request that Council respond to specific questions or take action on a matter. Section 16(5) of the Council Procedures Bylaw states that Council must not take any action on an address to Council at the meeting at which the address is made, unless the proposed action is approved by unanimous vote of the members present.

## B. PURPOSE

The purpose of this policy is to:

- outline the administrative policies used in placing requests to address Council on meeting agendas, and
- provide guidance to Council in managing issues resulting from requests to address Council.

## C. APPLICATION

This policy applies to all regular Council meetings.

## D. POLICY STATEMENTS

### *Placing Requests to Address Council on the Agenda*

1. An individual may submit a request to address Council using the form provided for that purpose on the City 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.
2. Individuals submitting requests to address Council are generally scheduled on the agenda on a first come, first serve basis. Exceptions may be made, with approval of the City Clerk, for:
  - (a) a representative from a government agency or a First Nation, or
  - (b) an individual who will be significantly inconvenienced if scheduled later on the agenda.
3. In accordance with section 16(6) of the Council Procedures Bylaw, the Council Secretary will not place a request to address Council on an agenda if the topic of the address is:
  - (a) the promotion of commercial goods or services
  - (b) a bylaw or permit for which a public hearing has been held, if Council has not yet decided on the issuance of the bylaw or permit, or
  - (c) a bylaw or permit that is scheduled for consideration at a public hearing on the same Council agenda.
4. More than one individual may address Council on the same topic at the same Council meeting.
5. An individual may not address Council more than once at the same meeting, even if the topic of each address is different.
6. The Council Secretary will review the information contained in 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.
7. Once reviewed, the Council Secretary will include the request and any other materials submitted, along with the individual's name and topic of the address, in the appropriate order on the Council agenda.

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8. Council can resolve, during a Council meeting, to add additional requests to address Council to the agenda, or change the order of requests within the agenda. However, generally, if an individual scheduled during the first six requests does not address Council, that space will not be filled by an individual scheduled to address Council during the second round of requests.

#### *Council Response to Addresses*

9. Generally, Council members will not respond to an individual making an address to Council, other than the presiding member, who may thank the individual for making the address. If an individual raises an operational matter, the presiding member may direct the individual to contact the Director of the responsible department.
10. Council members who wish to propose action in response to an individual's address will generally do so by submitting a motion at a subsequent Committee of the Whole or Council meeting.
11. A Council member who wishes to propose an action in response to an individual's address during the meeting at which the address was made, will indicate the member's intention to do so at the end of that request to address Council portion of the meeting. If approved by the presiding member, the Council member may make a motion outlining the proposed action during the new business portion of the meeting. The motion will fail if it is not approved by unanimous vote of all Council members present.

#### **E. REFERENCES**

City of Victoria Council Procedures Bylaw, No. 16-011  
 BC *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165.  
 BC *Human Rights Code*, RSBC 1996, c 210.  
 City of Victoria Respectful Workplace Policy

#### **F. REVISION HISTORY**

Version 1.0 – May 2016