



POLICY MANUAL

Title: Council Meeting Delegations Policy	Policy No : 3.14 Supersedes: n/a
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational	Effective Date: December 10, 2019
Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	
Review Date: Dec. 2020	
Policy Statement: The City of Maple Ridge is committed to providing a variety of opportunities for citizens to address Council.	
Purpose: This policy provides consistent and transparent guidelines to permit delegations to address Council in a meeting environment.	
Definition: <u>Delegate/Delegation</u> – a person or persons who have satisfied the City’s requirements under this policy to attend and present to Council at a public meeting.	
Requirements: <ol style="list-style-type: none">1. Person(s) wishing to be a delegate must request the opportunity using the City’s online “Appear as a Delegation” request form, providing all information required by the City.2. Requests must be submitted at least seven (7) days prior to the preferred meeting date.3. Material for presentation at the meeting (handouts, PowerPoint slides, etc.) must be provided to the Corporate Officer at least five (5) days prior to the meeting date.4. Delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer at least five (5) days prior to the meeting date. The City will assist with, but will not be responsible for, the provision of the necessary equipment.5. The Corporate Officer or designate shall contact the delegation to confirm or deny attendance at the requested meeting or make alternate arrangements.6. Delegations will be allowed a maximum of ten (10) minutes to make their presentation, excluding the time taken for questions posed by Council, unless all members agree unanimously to extend the time limit.	

7. A maximum of three (3) delegations will be scheduled at any one meeting.
8. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
9. The Corporate Officer **must not** permit a delegation regarding:
 - 9.1. subject matter not considered to fall within the jurisdiction of Council;
 - 9.2. a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - 9.2.1. this provision does not apply where a second or subsequent public hearing is to be held on the matter;
 - 9.3. the promotion of commercial products or services which have no connection to the business of the City;
 - 9.4. publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff; or
 - 9.5. an issue which is before the courts or on which Council has authorized legal action.
10. If a delegation requester wishes to appeal the Corporate Officer's decision, the "Appear as a Delegation" request form will be provided on a future Council agenda along with the reason for denial, for Council deliberation.
 - 10.1. A majority vote of Council is required to reverse the denial.
 - 10.2. If the denial is reversed, delegation will be placed on the next available meeting.
11. The delegation must adhere to the Code of Conduct, use respectful language, and refrain from using offensive gestures or signs.
 - 11.1. The presiding member of the meeting will make the final determination of what is considered offensive;
 - 11.2. The presiding member may allow the delegation to continue if the offensive conduct ceases.