



# City of Port Moody

## Report/Recommendation to Council

Date: February 12, 2020  
Submitted by: Corporate Services Department – Legislative Services Division  
Subject: Corporate Policy Update – Delegations, Proclamations, and Correspondence

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### Purpose

To present for Council consideration new and revised Corporate Policies regarding Delegations, Proclamations, and Correspondence to improve meeting and business efficiency.

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### Recommended Resolution(s)

**THAT the following Corporate Policies be approved as attached to and recommended in the report dated February 12, 2020 from the Corporate Services Department – Legislative Services Division regarding Corporate Policy Update – Delegations, Proclamations, and Correspondence:**

- **Revised Corporate Policy – 01-0530-2016-01 – Delegations to Council;**
  - **Corporate Policy – 01-0530-2020-01 – Correspondence on Council Meeting Agendas; and**
  - **Revised Corporate Policy – 01-0630-2016-01 – Proclamations.**
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### Background

City of Port Moody Council Procedure Bylaw, No. 3013 was recently amended to increase meeting efficiency. One of the amendments was to introduce a limit on the number of delegations per meeting, with that limit to be specified in the Corporate Policy concerning Delegations to Council. This report outlines considerations for determining an appropriate limit, and proposes a system of changes to decrease meeting time, increase business efficiency, and provide a clear process for the public to follow in submitting their requests or providing input.

### Discussion

Individuals and organizations may request to appear as delegations to Council at a Committee of the Whole meeting when they wish to present information to Council or to make requests of Council. Appearing as a delegation is one of the clearest available processes for the public to ensure that Council addresses an issue of concern. While each delegation is given five minutes to speak at a meeting, the average length of a delegation agenda item is significantly longer due to presentations that exceed the maximum allotted time or to an extended question and answer period.

The number and length of delegations at Committee of the Whole meetings have presented challenges in scheduling Council business, as items for which lengthy and in-depth debate and consideration are expected are also to be scheduled at Committee of the Whole meetings, including the new added opportunities for early input on development applications. It is no longer possible to accommodate the existing number of delegations and Council business within Committee of the Whole meetings.

Staff recommend addressing this issue by making two changes: 1) introduce a limit of one delegation per meeting, but expanding the meeting types at which delegations are received to include most Regular and Special Council meetings; and 2) introduce alternatives to appearing as a delegation in order to reduce the number of delegation requests overall.

#### Limit on Delegations

The proposed revised Corporate Policy – 01-0530-2016-01 – Delegations to Council is included as **Attachment 1**. The revised policy introduces a limit of one delegation per meeting, but states that Council will receive delegations at most Council meetings rather than usually only at Committee of the Whole meetings. This change will limit the number of delegations to approximately four per month, which can be expected to require a maximum of 15 minutes in any meeting. Expanding the types of meetings at which delegations are received would allow greater flexibility in scheduling delegations on issues that are time-sensitive, which improves Council responsiveness.

#### Reducing the Overall Number of Delegation Requests

Staff are proposing two changes to reduce the overall number of delegation requests. The first is to introduce a Corporate Policy on Correspondence on Council Meeting Agendas (**Attachment 2**); this would provide the public with a clear process for submitting items for consideration on the Council agenda. Individuals and organizations can be instructed to submit their request in writing for Council consideration, and Council can handle the requests in accordance with the Corporate Policy on Correspondence on Council Meeting Agendas. At the direction of any member of Council, the written submission can be placed on a Council meeting agenda either as correspondence for action or as correspondence for information. This process for submitting items for Council consideration gives members of the public an alternative to appearing as a delegation. Once their submission is included in the agenda, members of the public can use the Public Input period to address Council directly on their submission, which can be considered in a timelier manner than if the request had been made during a delegation, as delegation requests must be placed on a subsequent Council agenda for consideration.

The second change is to eliminate the issuance of proclamations through a revised Corporate Policy on Proclamations (**Attachment 3**). Currently, individuals and organizations requesting proclamations are required to appear before Council as a delegation. Requests for proclamations are often granted without scrutiny or even review of the proposed wording. As stated in a staff report considered at the June 7, 2016 Committee of the Whole meeting (**Attachment 4**), the issuance of proclamations is fraught with risks that are not justified by their impact. For this reason, most cities surveyed do not issue proclamations. Due to the risks inherent in issuing proclamations and in refusing requests, and to increasing societal sensitivities and litigiousness, staff recommend that the practice of issuing proclamations be discontinued.

Individuals and organizations who wish to draw attention to an issue or a cause may continue to do so without the possibility of being granted a proclamation. They may continue to engage Council and the community by submitting awareness-raising information or invitations to participate in events in accordance with procedures for written submissions; requesting to appear as a delegation to speak on the issue; and speaking during Public Input period during a Council meeting. Council may continue to draw attention to issues and causes in accordance with existing processes for submitting written and verbal reports.

Approving the new and revised Corporate Policies as recommended in this report will have the following outcomes:

- improvement of meeting agenda management by streamlining Council business flow;
- facilitation of public engagement by improving public access to Council decision making;
- reduction of risks associated with legal challenges and unconstructive controversy; and
- greater availability of information for Council consideration.

### Other Option(s)

If Council wishes to dedicate additional time to Delegations at each meeting, Council may amend the Revised Corporate Policy – 01-0530-2016-01 – Delegations to Council with the following resolution:

THAT the revised Corporate Policy – 01-0530-2016-01 – Delegations to Council be amended by changing the maximum number of delegations at each meeting to two (2) <or other specific number>.

The consideration of proclamation requests is not recommended due to the risk of controversy and litigation; however, should Council wish to continue the practice of considering requests and issuing proclamations, Council may, with the following resolution, amend the Corporate Policy on Proclamations to treat requests for proclamations as general correspondence, which would subject such requests to the same process as that outlined in the proposed Corporate Policy on Correspondence on Council Meeting Agendas:

THAT Corporate Policy – 01-0630-2016-01 – Delegations to Council be revised to handle requests for proclamations as general correspondence, subject to processes laid out in Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines and in Corporate Policy – 01-0530-2020-01 – Correspondence on Council Meeting Agendas.

### Financial Implications

There are no financial implications related to the changes proposed in this report.

### Communications and Civic Engagement Initiatives

The City website will be updated with any applicable changes approved.

## Council Strategic Plan Objectives

The changes proposed in this report contribute to the development of responsive and sustainable service excellence, community engagement, and a culture of transparency by decreasing meeting time, increasing business efficiency, and providing a clear process for the public to follow in submitting their requests or providing input.

## Attachment(s)

1. Revised Corporate Policy – 01-0530-2016-01 – Delegations to Council.
2. Corporate Policy – 01-0530-2020-01 – Correspondence on Council Meeting Agendas.
3. Revised Corporate Policy – 01-0630-2016-01 – Proclamations.
4. Report considered at the June 7, 2016 Committee of the Whole meeting.

## Report Author

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## Report Approval Details

Document Title:	Corporate Policy Update - Delegations, Proclamations, and Correspondence.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - Revised Corporate Policy 01-0530-2016-01 – Delegations to Council.pdf</li><li>- Attachment 2 - Corporate Policy 01-0530-2020-01 – Correspondence on Council Meeting Agendas.pdf</li><li>- Attachment 3 - Revised Corporate Policy 01-0630-2016-01 – Proclamations.pdf</li><li>- Attachment 4 - Report Considered at the June 7, 2016 Committee of the Whole Meeting.pdf</li></ul>
Final Approval Date:	Feb 18, 2020

This report and all of its attachments were approved and signed as outlined below:

Rosemary Lodge, Manager of Communications and Engagement - Feb 13, 2020 - 6:03 PM

Paul Rockwood, General Manager of Finance and Technology - Feb 14, 2020 - 10:05 AM

Angie Parnell, General Manager of Corporate Services - Feb 18, 2020 - 11:14 AM

Tim Savoie, City Manager - Feb 18, 2020 - 1:56 PM