

CITY OF GRAND FORKS			
POLICY TITLE:	Council - Meetings Delegation- Petition Protocol	POLICY NO:	106
EFFECTIVE DATE:	February 18 th , 2013	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

A protocol of the conduct and procedures to be followed by the Public for making presentations or having a delegation before Council is established to ensure that the Committee of the Whole and Council meetings are conducted in a professional manner and within acceptable time to meet the time obligations of the business meeting of Council. Delegations will be presented at the Committee of the Whole Meeting. The consideration of a presentation at a Regular Meeting would be considered in extenuating circumstances. Staff will give any person or group requesting an audience with Council a copy of this policy.

PURPOSE:

To ensure that all members of the public wishing to make a presentation or have a delegation before the Committee of the Whole or Council are aware of the time allotment and protocol and procedures to be followed to meet the time and business obligations of the Council agenda

PROCEDURE:

The following are procedures that must be followed to obtain an appearance before the Committee of the Whole or City Council as a Delegation or present a Petition or to petition the Council on a matter within municipal jurisdiction:

1. The request for a presentation as a delegate and to present a petition to the Committee of the Whole or Council must be in writing and must include:
 - (a) the reason for the delegation and the petition
 - (b) who will form the delegation and who will present the petition
 - (c) if requesting some action of Council, very clearly document what you are asking for
 - (d) if the request includes any financial contribution, either direct funds or in-kind contributions, you must state the amount of funds within your request,
 - (e) your request should also include any information items you may wish Council to have. If you have a large amount of information, a paper copy for public viewing at the meeting would be supplied and not necessarily be included into the agenda package. In addition, Council will receive
 - (f) the more detailed information you supply to staff, the quicker your request can be reviewed and dealt with.
 - (g) If your delegation includes a PowerPoint Presentation, arrangements should be made at least three working days prior to the meeting

2. Staff will respond to your request, usually within 10 days. If you are approved for an appearance before the Committee of the Whole or Council, you will be scheduled for the first available time. (This may be several months away, depending on the number of approved requests received ahead of yours)

3. Committee of the Whole Council meetings begin at 9:00 am and delegations, petitioners, speakers on behalf of delegations and petitioners must be present at that time. If you are granted a petition or delegation at a Regular Council Meeting, the meeting begins at 7:00 pm. Your particular appearance will be subject to the agenda items already scheduled ahead of your scheduled appearance. Council retains the discretion on the time of your appearance and the speaking schedule.
4. When you are called by the Mayor or Chair of the meeting, come forward to the podium positioned in front of Council, where you may be seated or stand to make your presentation. Remember that Council meetings are public and it is therefore important that you introduce yourself and speak into the microphone in a clear voice. When you speak, you are addressing the Mayor or Acting Chair only. The appropriate forms of address to the Mayor are: Mr. Mayor, Mayor _____, or Your Worship. Councillors are addressed as Councillor _____.

Please do not use first names while the members of Council are in session in the Council Chambers no matter how well you are acquainted with the members.

5. The maximum time allotted for your verbal or visual presentation is ten (10) minutes unless, by resolution of Council, are allowed additional time. Before you finish your presentation, please ensure you summarize any requests you are making. The Mayor or Chair will ask Council members if they have any questions of you. Council will ask questions and then the Mayor or Chair will thank you for your presentation.
6. Council may not make any decisions, at that meeting, on any requests you have made. Requests will be referred to staff for review, report and recommendation to Council.
7. If you have had a presentation and delegation before Council in the last three months, please state in writing the matters which were presented.

Council's business meetings are very full. Delegations and petitioners must be considerate of their time allotment and ensure they do not go over.

Please do not read the written materials already provided. Council members have the materials in their packages. You should always summarize the matter or issue at hand and state your request to Council. Please do not assume that Council as a whole knows what your request is. Further you may have spoken to certain members of Council prior to your appearance; however, those conversations and discussions do not represent the views and position of the City or Council until such time it is formulated in a resolution or a bylaw and voted upon in a duly constituted Council Meeting.

Council Procedures Bylaw lists the Order of Business at the Regular Meeting and the Committee of the Whole Meetings of Council and the City's Corporate Officer must receive the Notice of Delegation and Petition in writing in accordance with the Bylaw.

If you wish to address Council on matters other than operational issues which can be dealt through staff, you may appear before Council without any appointment at any Committee of the Whole Meeting. Please check the Notice Board on the Market Street Entrance to City Hall or on the City's Website for dates and times of the meeting.