



Staff Report to Council

Planning and Development

FILE: 01-0125-01/24

REPORT DATE: April 23, 2024

MEETING DATE:

April 30, 2024

TO: Mayor and Council

FROM: Christine Carter, Manager of Strategic Initiatives

SUBJECT: Public Hearing Procedures Amending Package

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Grant first, second, and third readings to Development Procedures Amendment Bylaw No. 2988, 2024; AND
- B. Approve amendments to the Delegations Before Council Policy C010 as presented at the April 30, 2024 Council meeting; AND
- C. Approve amendments to the Public Engagement at Council Meetings Policy C107 as presented at the April 30, 2024 Council meeting; OR
- D. Other.

PURPOSE

For Council to consider amendments to bylaws and policies to implement provincial changes to public hearing procedures, resulting from Bill 44 - Housing Statutes (Residential Development) Act.

Information Report

Decision Report

Direction Report

DISCUSSION

Background:

On November 30, 2023, *Bill 44 - 2023 Housing Statutes (Residential Development) Amendment* received Royal Assent, and Section 464(3) of the *Local Government Act* (LGA) now prescribes that a local government must NOT hold a public hearing on a zoning bylaw if the:

- bylaw is compliant with the Official Community Plan (OCP);
- bylaw is to permit a development that is, in whole or part, residential; and
- residential component is at least 50% of the gross floor area of all buildings/structures of development.

The legislation does exempt any in-stream zoning application that has received first reading to proceed to public hearing. The legislation also prohibits the local government from holding a public hearing in connection with the Zoning Bylaw amendments necessary to accommodate the Small-Scale Multi-Unit Housing [“SSMUH”] requirements.

It is noted that public hearings will still be permitted for OCP amendments; residential rezoning applications that are not OCP compliant; and non-residential rezoning applications. A summary of the public hearing rules is summarized in Table 1 below.

Public Hearing Requirements – Table 1

OCP Amendment	No Change to process
Zoning Bylaw amendment not compliant with OCP	Refer bylaw to public hearing
Zoning Bylaw amendment – non residential	No Change to process Refer bylaw to public hearing
Zoning Bylaw amendment – residential & OCP compliant	Change to process public hearing prohibited

In early January 2024, an internal Public Hearing Working Group, comprised of staff from the Planning and Development, Legislative Services, and Communications and Civic Engagement departments was formed. Members of the Working Group have reviewed the legislation, relevant City policies and bylaws, and have prepared amendments to implement the Provincially mandated changes.

The prohibition of residential, OCP compliant rezoning applications from going to public hearing is a significant change, and one that citizens may find confusing. However, it is important to note that this change is mandated by the Provincial government. It is also worth noting that while the rules around public hearings have changed, there is still a public process, and residents are able to provide written comments to Council. In addition, many of the

applications prohibited from public hearing will still be subject to Council Policy C015 (Development Information Meetings), and a development information meeting will be required for development applications seeking:

- an OCP amendment;
- a rezoning that will result in five or more dwelling units, or more than 10,000 square feet of commercial or industrial space; or
- when the Director of Planning and Development is of the opinion that the development (e.g., OCP amendment or rezoning application) could have significant impacts on the amenities or character of the surrounding area.

The DIM policy requires that an applicant host a meeting after the introductory report is received by Council and before the application is forwarded to Council for consideration of first reading. Following the meeting, the applicant is required to provide a written summary, comments received, and sign-in sheets to the Planning department, and staff include a summary of the information received in the first reading report.

The public hearing amending package includes a number of amendments to implement the changes to the public hearing procedures as prescribed in the *LGA*. Significant changes resulting from the SSMUH legislation are described in the following section of this report.

a) Changes to Rezoning Process

Local Government Act changes that prohibit OCP compliant, residential rezoning applications from presentation at public hearing, require changes to the City’s current rezoning process. Non-residential rezoning applications, and residential applications that are not OCP compliant will continue to be referred to public hearing, and will be subject to the current process, as illustrated in Figure 1 below.

Figure 1:

Pre-Bill 44 & Process for Non-Residential or Residential, Non OCP Compliant Applications



Effective November 30, 2023, residential, OCP compliant applications are prohibited from being referred to public hearing and are now subject to a revised process as illustrated on Figure 2 below.

Figure 2: Post Bill 44 - for Residential, OCP Compliant Rezoning Applications



b) Rezoning Application Introductory Reports

To comply with the *Local Government Act*, and in an attempt to maximize transparency, the Introductory Report that is prepared by the Planning and Development Department will contain an introduction to the rezoning application, and an assessment of OCP compliance. The Introductory Report will also include a section that identifies whether a public hearing is required or prohibited pursuant with Section 464 of the *LGA*.

c) Statutory Notification Process for Residential, OCP Compliant Rezoning Applications

When a public hearing is prohibited, the local government is now required to provide statutory notice before the date where first reading is to be considered by Council (Figure 2 above). The notice is to include information regarding the purpose of the bylaw and lands subject to the bylaw, plus provide details on the date of first reading, and places, times and dates that are available for someone to inspect the bylaw. It is worth noting, that the legislation provides no opportunity for a resident to appear before Council to voice their opinion on a residential, OCP compliant rezoning application.

In recognition that Council may want to hear from its residents, the Public Notice template has been prepared to include an opportunity for comments to be provided in writing to Council. Submissions received before 3:00 p.m. on the Thursday prior to the meeting, will be included in the meeting agenda package. Submissions received after this deadline, up until 3:00 p.m. on the day of the Council meeting, will form part of an on-table circulation. A copy of the updated Public Notice template is attached as Attachment A.

Similar to current processes, the statutory notice is to be published in the newspaper, once each week, for two consecutive weeks, plus written notice is mailed to owners and occupiers within a prescribed distance.

When a public hearing is prohibited, there is now an opportunity for Council to grant three readings to the zone amending bylaw at one time. It is also noted, that because there is no public hearing, there are no longer restrictions limiting when a Council can receive additional information, and Council could receive new information leading up to consideration of final reading. Non residential, and residential non-OCP compliant applications will be subject to the

current public hearing processes and rules, and Council will remain unable to receive information following the close of the public hearing.

d) Development Procedures Bylaw

Section 460 of the *Local Government Act* requires that municipalities have in place a development procedures bylaw under which landowners may apply for an amendment to the Official Community Plan or Zoning Bylaw or for a permit (i.e., development permit, development variance permit, heritage alteration permit). Part 10, Section 34 of the Bylaw contains a table that summarizes the notification requirements for applications by application type, and amongst other things, specifies whether a public hearing is required. The current bylaw acknowledges that Council may waive a public hearing, however does not reflect that the *LGA* prohibits residential, OCP compliant applications from public hearing.

Staff are recommending that Table 1, in Part 10 of the bylaw be amended to clarify that a public hearing will not be held where prohibited by the *LGA*. Specifically, the notation in Table 1 currently reads “NOTES: *Unless the Public Hearing is waived.” Staff recommend that the notation be amended to read: “NOTES: *Unless the Public Hearing is waived or prohibited by the *Local Government Act*.” Refer to Attachment B to view the draft Development Procedures Amending Bylaw.

e) Changes to Council Meetings

Legal advice has cautioned of the risk of a Council hosting a public hearing under a different name, for example, allowing people to comment as a delegation or during question and answer period, on rezoning applications prohibited from a public hearing. For that reason, staff are recommending that there be no opportunity to make an oral submission at a Council meeting on rezoning applications that are prohibited from public hearing. However, local governments may use an alternate form of public engagement to meet their duty of procedural fairness, through the receipt of written submissions.

Legislative Services staff have reviewed the bylaws and policies that refer to public hearing processes, and make the following recommendations:

i. Council Procedures Bylaw:

The Council procedures bylaw is required to establish the rules of procedure for City Council, its standing and select committees, and other advisory committees of the City. The bylaw as written remains accurate, as per section 465 of the *Local Government Act*, and no changes are recommended.

ii. Delegations Before Council – Policy C010:

This policy establishes guidelines for delegation requests, which are requests from members of the public or external bodies to present matters to Council. Under section 5.3(b), the policy currently prohibits a delegation on “...any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and [where the bylaw] has not yet been adopted.”

Because the legislation now prohibits Council from holding public hearings on certain land matters, staff recommend that Council also limit delegations on those same matters, to ensure Council abides by the intent of the recent changes to provincial legislation. It is recommended that an additional bullet be added to section 5.3 of the Delegation Policy that prohibits delegation requests pertaining to any rezoning or land use matter for which a public hearing is prohibited by provincial legislation. Refer to Attachment C Policy C010 with tracked changes.

iii. Public Engagement at Council Meetings – Policy C107

This policy establishes guidelines for public engagement at Council and Engagement and Priorities Committee (EPC) meetings. Under section 8.3(a), the policy currently prohibits questions and comments from the public on “...any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and [where the bylaw] has not yet been adopted.”

The legislation now prohibits Council from holding public hearings on certain land matters, and staff recommend that Council also limit comments during Question & Comment Period on those same matters, to ensure Council abides by the intent of the recent changes to provincial legislation.

It is recommended that an additional bullet be added to section 8.3 of the Public Engagement Policy that prohibits delegation requests pertaining to any rezoning or land use matter for which a public hearing is prohibited by provincial legislation. It is also recommended that the language in sections 7 and 8 clarify the process for Question & Comment Period, and how questions must pertain to items on the agenda for Council’s consideration at any particular meeting. Refer to Attachment D Policy C107 with tracked changes.

iv. Public Hearing Process and Chair Introductory Statement- Policy C041

This policy establishes a fair and equitable process for all public hearings held by the City. It does not speak to how and when public hearings are required or prohibited, as such

provisions are already established under the *Local Government Act*. Changes to this policy are not required in response to the new housing legislation.

f) Communications

In an effort to share information about the provincial housing legislation, Communications and Civic Engagement staff created a New Provincial Housing Legislation page (www.pittmeadows.ca/housing-legislation) on the municipal website. The webpage notes that as a part of the new legislation, municipalities are no longer allowed to hold public hearings for residential properties that fit with the City’s Official Community Plan. This subject report will be made available to view/download from the web page as information.

In addition, on April 9, 2024 Council received information about the Communications Strategy for the Provincial Housing Legislation that identifies how changes stemming from the Legislation are being disseminated in the community.

g) In-Stream Applications

The legislation does exempt any in-stream zoning application that has received first reading to continue to public hearing. There are no in-stream applications that have received first reading and have not had a public hearing. Two multi-family rezoning applications, where Council has received an introductory report, are pending first reading. Details on those two multi-family applications are as follows:

Address	Proposal	Status	OCP Designation	Public Hearing
12469 191B St	13 townhouse units	No readings granted	Town Centre Commercial: OCP compliant	Prohibited
19261, 19267, 19275, 19285, 19293 Hammond Rd	57 townhouse units	No readings granted	Residential Medium: OCP compliant	Prohibited

Next Steps

The amending package before Council is required to bring relevant City of Pitt Meadows bylaws and policies into compliance with the legislation. While this amending package is administrative in nature, changes to the public hearing requirements are a deviation from past requirements where residents were provided an opportunity to directly address Council in person. However, it is worth noting that while the rules around public hearings have changed, there is still a public process, and residents remain able to provide written comments to Council. In addition, development information meetings will continue to be required for many

applications prohibited from public hearing, and city staff remain available to answer questions and share information.

COUNCIL STRATEGIC PLAN ALIGNMENT

- Principled Governance Balanced Economic Prosperity Infrastructure
 Community Spirit & Wellbeing Corporate Pride Public Safety
 Not Applicable

The Public Hearing amending package is an administrative amendment, required to bring local bylaws and policies into compliance with recent changes to the Local Government Act that prohibit Residential, OCP compliant applications from being considered at a public hearing.

WORKPLAN IMPLICATIONS

- Already accounted for in department workplan / no adjustments required
 Emergent issue / will require deferral of other priority(ies)
 Other

Much of the housing related work related to Provincial legislative changes are contemplated in the Planning and Development Department’s 2024 Business Plan. However projects such as the ACC Program, OCP amendments, and Transit Oriented Area designation bylaw were not specifically accounted for, and required some reallocation of staff resources. Staff continue to place a priority on the implementation of the frequently expanding Provincial housing legislation, which may result in some 2024 key initiatives being deferred to future years.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

This is an administrative amendment to bring local bylaws and policies into alignment with recent changes to the *Local Government Act*.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

The *Local Government Act* no longer allows residential, OCP compliant applications from being referred to public hearing, and the amending package brings City bylaws and policies into compliance with the legislation. While residents will no longer be able to appear before Council on residential, OCP compliant rezoning applications, a public process does remain, and written submissions can be provided to Council.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

A referral to the Katzie First Nation is not required or recommended, at this time.

SIGN-OFFS

Written by:

Christine Carter,
Manager of Strategic Initiatives

Reviewed by:

Patrick Ward,
Director of Planning and Development

Kate Barchard,
Corporate Officer

ATTACHMENT(S):

- A. Public Notice Template
- B. Development Procedures Amending Bylaw No. 2988, 2024
- C. Delegations Before Council – Policy C010
- D. Public Engagement at Council Meetings – Policy C107

NOTICE OF COUNCIL CONSIDERATION OF ZONING AMENDMENT BYLAW XXXX, 202X

The City of Pitt Meadows hereby gives notice that an amendment to Zoning Bylaw 2505, 2011 will be considered for first reading by Council as part of its Council meeting on **Tuesday DATE, 2024**, starting at 7:00 p.m.

What is the Intent of the Bylaw?

Bylaw Description & Intent [eg: To zone the property from Zone A to Zone B in order to permit the development of etc....]

Subject Property:

Address:

PID:

Legal Description:

Shown boldly outlined and shaded on the map.

SUBJECT PROPERTY MAP

How Do I Get More Information?

From DATE to DATE, 2024, copies of the respective bylaws, supporting staff reports, and other relevant information can be found by visiting City Hall or online at: pittmeadows.ca/zoningandlanduseconsiderations.

If you require further information on the bylaw or the housing legislation after reviewing the online materials, please contact:

Staff Name | 604.465.1111 |
staffname@pittmeadows.ca

How do I Watch the Meeting?

You can attend the meeting in person or view the livestream at pittmeadows.ca/councilmeetings.

How do I Make Comment?

Written submissions can be emailed to clerks@pittmeadows.ca. Physical letters can be sent to: Legislative Services, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC V3Y 2B5.

Written submissions received BEFORE 3:00 p.m. on the Thursday prior to the Council meeting will be included in the meeting agenda package for Council's consideration. Submissions received AFTER this deadline, up until the start of the meeting, will be provided to Council on table.

As a public hearing is prohibited on this matter under section 464 of the *Local Government Act*, verbal comments or delegations on this matter by members of the public will not be allowed during the meeting.

All written submissions, including names and addresses, will become part of the public record in accordance with the Freedom of Information and Protection of Privacy Act.

If you have questions regarding this process, please contact:

Kate Barchard | Corporate Officer | 604.465.2462 | kbarchard@pittmeadows.ca

CITY OF PITT MEADOWS
DEVELOPMENT PROCEDURES AMENDMENT
Bylaw No. 2988, 2024

Attachment B

A bylaw to amend a portion of Development Procedures Bylaw No. 2740, 2016

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Development Procedures Bylaw No. 2740, 2016;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

1. This Bylaw may be cited as the "Development Procedures Amendment Bylaw No. 2988, 2024".
2. The City of Pitt Meadows Development Procedures Bylaw No. 2740, 2016 is amended as follows:
 - a) Part 10 – Public Notification, Notification Requirements, Section 34, Table 1 is amended by:
 - (i) Deleting "Notes: *Unless the Public Hearing is waived"; and
 - (ii) Adding "Notes: *Unless the Public Hearing is waived or prohibited by the *Local Government Act*."

READ a FIRST, SECOND and THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

COUNCIL POLICY C010

01 - Administration

Delegations Before Council

Effective Date: February 1, 2011
Last Revised: May 28, 2019

1. Policy Statement

Pitt Meadows City Council receives delegations at Council meetings and at Engagement and Priorities Committee meetings, as scheduled by the Corporate Officer and as prescribed in this policy.

2. Purpose

A delegation is a presentation to Council by a member of the public or an organization for the purpose of highlighting topics of municipal interest or concern. This policy provides guidelines and requirements for: the submission of delegation requests; the approval and scheduling process for delegations; and the presentation protocol for delegations.

3. Scope

This policy applies to all requests for delegations to regular Council and Engagement and Priorities Committee (EPC) meetings.

4. Exclusions

This policy does not apply to:

- Question & Comment period during regular Council meetings;
- Community engagement opportunities during EPC meetings; or
- Participation at public meetings of the City's community advisory committees, task forces, round tables, or other advisory bodies.

5. Policy

5.1 Definitions

- a) **Corporate Officer** means the Corporate Officer for the City of Pitt Meadows or their designate.



- b) **Delegate** means a member of the public or an organization that wishes to schedule a presentation before Council.
- c) **Delegation** means a presentation to Council by a member of the public or an organization that has been scheduled onto an agenda after completing the Delegation Request Form.
- d) **Delegation Request Form** means the online or printed application form that the Delegate completes in order to appear before Council at a regular Council or EPC meeting.
- e) **Engagement and Priorities Committee** or "**EPC**" means a standing committee of the whole of Council that meets approximately once a month.
- f) **Meeting** means a regular Council or EPC meeting.
- g) **Regular Council Meeting** means a public meeting held by Council as published in Council's annual meeting schedule.

5.2 Roles and Responsibilities

- h) The Corporate Officer, in consultation with the Mayor and/or Chief Administrative Officer, is responsible for the review and approval of all delegations in accordance with the parameters outlined herein, and the overall administration of this policy.
- i) The Legislative Services Department, under the management of the Corporate Officer, supports the administrative coordination of all delegations.
- j) The Chair of a Council or EPC meeting is responsible for maintaining order and decorum throughout the meeting, including enforcing delegation parameters and protocol as outlined in this policy.

5.3 Parameters

- a) A delegation will only be heard by Council if:
 - a Delegation Request Form is submitted and approved by the Corporate Officer in advance, and the delegation is scheduled onto the agenda of the meeting; or
 - the delegation is approved by the unanimous vote of the Council members present during 'Late Items' at a Council or EPC meeting.

- b) Delegations pertaining to the following topics are not permitted and such requests will be denied:
- Any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and where the proposed bylaw has not yet been adopted;
 - Any rezoning or land use matter for which a public hearing is prohibited by provincial legislation;
 - Any matter that is before the courts or for which legal action is being pursued or is pending;
 - Matters pertaining to publicly tendered contracts for the provision of goods and services for the City, between the time that proposals are called and the time that the contract has been awarded;
 - Any matter that is or has been the subject of a claim for damages against the City;
 - Any matter that involves an application before the Board of Variance that is pending or has been decided;
 - Requests for financial or in-kind support;
 - The promotion of commercial goods or services;
 - Any matter on which the Delegate has already spoken to Council and where no new, significant information is provided;
 - Any matter or initiative that is in conflict with programs or services offered, or values held, by the City;
 - Any matter that may confuse the community as to programs and services offered, or values held, by the City;
 - Other topics deemed inappropriate or of concern by the Mayor and/or Chief Administrative Officer.
- c) There will be a limit of one (1) delegation scheduled per meeting unless special circumstances arise and additional delegations are pre-approved by the Mayor or Chair of the Meeting.
- d) Delegations are restricted to five (5) minutes for the presentation and five (5) minutes for questions and comments from Council. The delegation topic must be restricted to the topic indicated on the original Delegation Request Form.
- e) The Chair of the meeting will preserve order by limiting presentations to their allotted five (5) minute timeframe, unless the Chair so chooses to extend the timeframe. The Chair of the meeting may address a delegation



- that deviates from its intended purpose, or becomes disrespectful or disruptive in nature.
- f) If a delegate refuses to comply with directions provided by the Chair, the Chair may order the expulsion and exclusion of the delegate from the meeting, pursuant to section 133 of the Community Charter, or recess the meeting until the situation is resolved.

5.4 Delegation Request Procedures

- a) All delegation requests must be submitted in writing, using:
- the online request form located on the City's website; or
 - the Delegation Request Form in Attachment A.
- b) Delegation requests must include the following details:
- purpose of the presentation;
 - specific request (if any) to be considered by Council or the Committee;
 - contact details for the person who will speak on behalf of the delegation; and
 - confirmation of any PowerPoint or handouts that will be used/provided during the delegation.
- c) The Legislative Services Department will respond to delegation requests as soon as possible with confirmation or declination of the request.
- d) Approved delegations will be scheduled for the first available meeting date, unless other arrangements are made.
- e) Presentation materials, including PowerPoints, videos and handouts, must be received by the Legislative Services Department no later than 12:00 p.m. on the Thursday prior to the scheduled meeting. The City reserves the right to:
- edit the presentation in order to address privacy concerns;
 - deny the right to use presentation materials if content is considered inappropriate; and
 - deny the right to use presentation materials if they are not received by the deadline.

5.5 Delegation Presentation Procedures

- a) Delegates will arrive 10 minutes prior to the start time of their scheduled

- meeting and announce their arrival to Legislative Services Staff in the Council Chamber.
- b) Legislative Services Staff will orient the delegate to the Council Chamber, explain the procedures for the meeting, and how to use the podium microphone and wireless PowerPoint clicker, if required.
 - c) The delegate will take a seat in the gallery until such time as the Chair calls upon the delegate to begin their presentation. At this time, the delegate will proceed to the speaker's podium and begin their presentation.
 - d) Delegations are restricted to five (5) minutes for the presentation and five (5) minutes for questions and comments from Council. The presentation topic must be restricted to the topic indicated in the original Delegation Request Form.
 - e) The Delegate may speak longer only if permitted by the Mayor or Chair of the meeting.
 - f) Protocol for Addressing Council:
 - The Mayor will be addressed as "Your Worship", "Mr. Mayor" or "Mayor <surname>".
 - If the Mayor is not presiding over the meeting, the Chair will be addressed as "Mr. Chair" or "Madam Chair".
 - Councillors will be addressed as "Councillor <surname>".
 - Staff will be addressed either by title or by name (e.g. Director Grant or Ms. Grant).
 - All responses or questions to Council or staff will be addressed through the Mayor or Chair.
 - Delegates will refrain from engaging in improper conduct including disrespectful comments, personal attacks, or abusive language. Such behaviour may result in the termination of the delegation by the Chair. Should the delegate not adhere to the decisions of the Chair, the Chair may order the person expelled from the meeting, or may choose to recess the meeting until the issue is resolved.

6. Related Policies

Council Policy C101 - Respectful Workplace
Council Policy C072 - Grants and Donations

Delegation Request Form

Submit completed forms to the Legislative Services Department at Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, V3Y 2B5, by mail or in person, or email to info@pittmeadows.ca.

Submission of this form does not guarantee the approval of your request for a delegation. All delegation requests are subject to the provisions outlined in Section 5.3(b) of Council Policy C010 'Delegations Before Council'. Your delegation will be confirmed by telephone or e-mail upon review.

Please Print. All sections must be completed. (Please use separate sheet, if more space needed).

First Name:	Last Name:
Organization (if applicable):	
Address:	
City:	Postal Code:
Phone:	Email:
Issue or Topic of Delegation (provide specific details about your intended presentation; attach additional information if required):	
Purpose: <input type="checkbox"/> Information Only <input type="checkbox"/> To make a request (If you're making a request, please provide details):	
Will you have a PowerPoint presentation? <input type="checkbox"/> No <input type="checkbox"/> Yes	Will you have handouts for Council? <input type="checkbox"/> No <input type="checkbox"/> Yes

Do you require any accessibility accommodations? No Yes

If yes, what do you require?

Appearing Before Council as a Delegation:

1. Persons or organizations wishing to appear before Council as a delegation must submit a written request. You may forward your request using one of the following methods:
 - email: info@pittmeadows.ca
 - mail or hand deliver: City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, V3Y 2B5
2. If your request is approved, you will receive notification from the Legislative Services Department who will schedule your delegation for the first available meeting date, unless other arrangements are confirmed.
3. If you are using an electronic presentation (e.g. PowerPoint), you must provide the Legislative Services Department with the file via email or on a flash drive/memory stick no later than 12:00 p.m. on the Thursday prior to the scheduled meeting.
4. Please include all pertinent background information and related documents with your Delegation Request Form so that all necessary details may be considered.

On the evening of your Delegation:

1. Delegates will arrive ten (10) minutes prior to the start time of their scheduled meeting and announce their arrival to Legislative Services staff in the Council Chamber.
2. Delegations are restricted to five (5) minutes for the presentation (unless otherwise approved by the Chair) and five (5) minutes for questions and comments from Council. The delegation topic must be restricted to the topic confirmed with the Legislative Services Department.
3. Delegates will refrain from engaging in improper conduct including disrespectful comments, personal attacks or abusive language. Such behaviour may result in the termination of the delegation by the Chair and, should the delegate not adhere to the decisions of the Chair, the Chair may order the person expelled from the meeting or have the meeting recessed until the issue is resolved.

I confirm that I have read and understand the above information:

Signature

Date

NOTICE: Delegations are held at public Council meetings, which are broadcast live via the City's website and available as a recorded archive from the City's website following the live event. The name of each delegation and their topic of discussion may become part of the public record in the meeting agenda and minutes, which will be available online at pittmeadows.ca. Personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Any questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form can be directed to: FOI Head, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, or kbarchard@pittmeadows.ca

COUNCIL POLICY C107

01 - Administration

Public Engagement at Council Meetings

Effective Date: September 21, 2021

Last Revised: November 23, 2021

1. Policy Statement

Pursuant to their Procedure Bylaw, Pitt Meadows City Council provides opportunities for public engagement at their regular Council meetings and their Engagement & Priorities Committee (EPC) meetings.

2. Purpose

This policy provides guidelines and protocol for the safe, respectful, and orderly administration of Question & Comment Period during Council meetings and public engagement opportunities during EPC meetings.

3. Scope

This policy applies to regular Council meetings and EPC meetings.

4. Exclusions

This policy does not apply to special or in-camera Council meetings, staff meetings, or other non-Council meetings.

5. Regular Council Meetings

The following procedures and guidelines apply to Question and Comment Period during regular Council meetings:

- (1) Question and Comment Period will:
 - a) be conducted at the beginning and end of each regular Council meeting, according to the published agenda; and
 - b) last no more than fifteen minutes unless otherwise authorized by the Chair.

- (2) Members of the public may:
 - c) attend the council meeting to make their comments in person; or
 - d) submit their question or comment in writing through the process prescribed by the Corporate Officer.
- (3) Each person may speak once during each Question and Comment Period for a maximum of 3 minutes, including the time it takes for Council and Staff to respond to their question and/or comment.
- (4) Questions and comments must pertain to topics on the agenda ~~as approved by Council~~ being considered by Council at that particular meeting.
- (5) Speakers will abide by the general conduct rules outlined in Part 8 [General Conduct] of this policy.
- (6) Written submissions will abide by the guidelines established in Part 7 [Written Submissions] of this policy.
- (7) Question and Comment Period may be added to a special (public) Council meeting agenda at the discretion of the Chair, depending on the purpose and nature of the meeting. If Question and Comment Period is added to a special (public) meeting, the protocol established above will apply.
- (8) Expanded options for public engagement may be incorporated into a Council meeting at the discretion of the Chair.

6. EPC Meetings

The following procedures and guidelines apply to community engagement during EPC meetings:

- (1) For each substantial agenda item, the Chair will invite comments and questions from members of the public once Council and Staff have had the opportunity to discuss the topic as presented.
- (2) A maximum of 30 minutes will be allowed for public engagement per agenda item, or otherwise at the discretion of the Chair.
- (3) Members of the public may otherwise:
 - a) attend the meeting to make their comments in person; or

- b) submit their question or comment in writing through the process prescribed by the Corporate Officer.
- (4) Each speaker may speak once per agenda item and will have an opportunity for up to five (5) minutes of dialogue with Council.
- (5) Questions or comments must pertain to the current agenda item and will not be permitted on items not yet presented or not on the agenda.
- (6) Speakers will abide by the general conduct rules outlined in Part 8 [General Conduct] of this policy.
- (7) Written submissions will abide by the guidelines established in Part 7 [Written Submissions] of this policy.

7. Written Submissions

This Part applies to all written submissions for Council and EPC meetings.

- (1) Written submissions will be read into the record by the Corporate Officer or their designate.
- (2) Lengthy submissions may be summarized.
- (3) Submissions with inappropriate language, comments or content may not be considered.
- (4) Only one question will be considered from each written submission.
- ~~(5) For Question and Comment Period, priority will be given to submissions related to items on the agenda.~~
- ~~(6) For EPC meetings, submissions must pertain to items on the agenda.~~
- ~~(5) Submissions pertaining to topics prohibited under section 8.3 of this policy may be forwarded to Staff for comment.~~
- ~~(7)(6) Any written submissions regarding topics that are not prohibited under section 8.3, and which that are not addressed during a meeting due to time constraints, or for other reasons will be emailed to Council after the meeting.~~

8. General Conduct

This Part applies to all public engagement opportunities at Council and EPC

meetings.

- (1) Speakers will be prioritized in the following order:
 - a) if a speaker's list is used, those speakers who have signed up for the opportunity to speak; then
 - b) other in-person speakers; then
 - c) written submissions.
- (2) Speakers will:
 - a) begin by stating their name and city of residence, with the option to include other details such as address or neighbourhood, if it is helpful to the conversation;
 - b) direct their question or comment to the Chair;
 - c) be concise and avoid repeating previous questions;
- (3) The following topics will not be permitted:
 - a) Any matter not included on the agenda for Council's consideration at that particular meeting;
 - ~~a)~~b) any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and where the proposed bylaw has not yet been adopted;
 - ~~b)~~c) Any rezoning or land use matter for which a public hearing is prohibited by provincial legislation;
 - ~~e)~~d) any matter that is before the courts, has been the subject of a claim for damages, or pertains to active requests for proposals;
 - ~~e)~~e) requests for financial or in-kind support;
 - ~~e)~~f) the promotion of commercial goods or services; or
 - ~~f)~~g) other topics deemed inappropriate, vexatious, frivolous, defamatory in nature, or containing abusive language.
- (4) Presentation materials, including PowerPoints, videos and handouts, will not be accepted or presented to Council.
- (5) The Chair reserves the right to limit or defer questions and comments

from the public due to time constraints or inappropriate content.

- (6) In order to create and preserve a safe, respectful and orderly environment for everyone, members of the public will:
 - a) show respect through their words and actions towards members of the public, Council members, and Staff;
 - b) refrain from disruptive behaviour that would impede meeting proceedings;
 - c) comply with the decisions of the Chair in a prompt and orderly fashion; and
 - d) restrict comments and questions to the appropriate time on the agenda.
- (7) As per the *Community Charter*, the Chair must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the Council meeting, that person's behavior will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.

9. Related Policies

Other related policies include:

- (a) C010 – Delegations Before Council
- (b) C041 – Public Hearing Process