



Council Meetings Guide

The Where and When of Council Meetings

Pitt Meadows City Council typically meets on Tuesdays. See the annual Council Meeting Schedule at pittmeadows.ca/councilmeetings. Meetings take place in the Council Chamber at City Hall (12007 Harris Road, Pitt Meadows) and start at 7:00 p.m., unless otherwise posted. Special Council meetings may be called when urgent decisions are required before the next regular meeting, following the protocol outlined in Council's Procedure Bylaw.

How are Meetings Recorded?

The Legislative Services team records and posts minutes of Public Council Meetings on the City's website. Meeting minutes provide a summary of Council's decisions rather than a verbatim account. Video recordings, meeting agendas, and materials are also available online.

Closed Meetings

Council holds closed meetings, also known as in-camera meetings, to discuss topics like labour relations, land issues, or legal matters. A public notice will be posted on the Notice board at City Hall and on the City's website to provide information about the meeting, the topics to be discussed, and the legal authority for holding the meeting in-camera, as specified in the *Community Charter*.

Watch Meetings Live!

Most Public Council Meetings and Engagement and Priorities Committee (EPC) Meetings are broadcast live on the City's website and available as a recorded archive. Watch the meetings at pittmeadows.ca/councilmeetings.



Meet Council

Pitt Meadows City Council is the elected body governing and safeguarding the economic, social, and environmental well-being of Pitt Meadows. It consists of the Mayor and six Councillors serving a four-year term. Council's primary role is to establish beneficial policies, bylaws, and strategic priorities for the city. They also prioritize fiscally responsible programs and services that maximize overall value for the community.



From left to right: Councillor Bob Meachen, Councillor Mike Manion, Councillor Tracy Elke, Mayor Nicole MacDonald, Councillor Gwen O'Connell, Councillor Alison Evans, Councillor Mike Hayes.

What Happens at Council Meetings

Attendance and Roles at Council Meetings

The Mayor, six Councillors, Chief Administrative Officer, Corporate Officer, and relevant staff attend Council meetings. The Mayor serves as the Chair for most meetings, while the Deputy Corporate Officer acts as the recording clerk responsible for taking and posting meeting minutes on the City's website.

Public Attendance and Decorum

Public attendance is welcomed at Council meetings for observation and public engagement (see Public Engagement at Council Meetings). Overflow seating is available in the foyer. The Chair, as per the *Community Charter* (ss. 132-133), maintains order and addresses any improper or disruptive behavior. Failure to comply may result in expulsion. Please turn off or silence mobile devices during Council meetings. We ask that all individuals attending a Council Meeting enter and exit respectfully to avoid disruptions.

Decision-Making Process and Agenda

City Council follows a voting process established by the Council Procedure Bylaw to make formal decisions. A quorum, which is a majority of Council members, must be present for a meeting to begin. Council members refer to staff reports in the agenda package for information and advice. The Mayor calls the meeting to order, and agenda items are addressed in the listed order. Late items can be added with a majority vote.

Copies of the agenda package are made available to the public on the Friday afternoon prior to the Council meeting and can be downloaded or viewed online.

Debating and Voting on Motions

To initiate a debate and vote on a motion, it must be moved by one Council member and seconded by another. Once moved and seconded, the motion is considered 'on the floor' and open for debate. The Chair allows each Councillor to express their opinion before calling for a vote. All Council members must vote on the motion, and abstaining will be recorded as a vote in favour.

Public Engagement at Council Meetings

Council offers public engagement opportunities at most Council Meetings and Engagement and Priorities (EPC) Meetings. Council Policy C107, Public Engagement at Council Meetings, provides guidelines and protocols for public engagement, including the following rules:

- Add your name to the speaker's list in the foyer. Staff will be available to assist.
- Members of the public (speakers) are asked to begin by stating their name and city of residence.
- Speakers must show respect through their words and actions towards members of the public, Council members, and staff at all times.
- The Chair has the right to limit or defer questions and comments from the public due to time constraints or inappropriate content.

Regular Meeting Protocol

- Question & Comment Period occurs at the start and end of regular Council meetings, limited to 15 minutes unless otherwise authorized by the Chair.
- Each person may speak once during each Question & Comment Period for a maximum of three minutes, including Council and staff responses.
- Questions and comments must pertain to topics on the agenda.

EPC Meeting Protocol

- The Chair will invite comments and questions from the public on each substantial agenda item once Council and staff have discussed the topic.
- A maximum of 30 minutes will be allowed for public engagement per agenda item, or otherwise as decided by the Chair.
- Each guest will have up to five minutes of dialogue with Council.



Not a fan of public speaking?

Submit comments or questions using our online webform. The Corporate Officer will read written submissions into the record. Please refer to Council Policy C107 for guidelines.

Did You Know?

Correspondence to Mayor and Council may be made public and published in meeting agendas, including your name and address.

For further information, privacy concerns or questions, please contact the City at clerks@pittmeadows.ca.



Sometimes at Council Meetings...

Public Hearing

A public hearing allows members of the community to express their support or concerns on an issue. The Mayor will inform attendees of procedural rules and protocol at the beginning of the hearing.

- Council's role at the Public Hearing is to listen without challenging comments. Members of Council may ask clarifying questions.
- Council will not debate the topic of the public hearing.
- After staff presentations, the Chair will invite comments from the floor.
- Direct all comments and questions to the Chair.
- Speak slowly and clearly into the microphone.
- Speakers are limited to three minutes.

Council Delegation (Presentation)

Council wants to hear from you!

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.

Learn how to present to Council by reviewing our Delegations Before Council Policy C010 at pittmeadows.ca/delegations. To appear as a delegation, submit a written request using one of the following methods:

- Using the webform at pittmeadows.ca/delegations
- Email your request to clerks@pittmeadows.ca
- Mail or hand deliver your request to:

City of Pitt Meadows
Attention: Administrative Services
12007 Harris Road,
Pitt Meadows V3Y 2B5

Please note that only delegations that have provided the full written submission will be considered. Limit one delegation per Council Meeting.

Stay in touch with what's happening!

Watch for City Talks and Council News in the Maple Ridge-Pitt Meadow News, connect with us on social media, or visit us online at pittmeadows.ca.



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