



COMMUNICATIONS COMMITTEE

TUESDAY, APRIL 19, 2011 AT 6:00 PM
BOARD ROOM / 175 INGRAM STREET, DUNCAN, BC

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DISTRIBUTION:

Communications Committee
Director Harrison, Chair
Director Hutchins, Vice-Chair
Director Giles
Director Kuhn

Director Dorey
Director Duncan
Director Kent
Director Morrison

Cowichan Valley Regional District
Warren Jones, Chief Administrative Officer

Joe Barry, Corporate Secretary

Minutes of the Regular meeting of the Communications Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, February 9, 2011 at 8:36 pm.

PRESENT: Chair B. Harrison
Directors M. Dorey, L. Duncan, G. Giles, R. Hutchins,
K. Kuhn, M. Marcotte, and I. Morrison
Alternate Director J. Winfrey

ABSENT: Director P. Kent

ALSO

PRESENT: Warren Jones, Administrator
Joe Barry, Corporate Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of the following New Business Items:

NB1 – Schedule of Communications Committee Meetings;

NB2 – Guidelines for a Question Period;

And that the agenda, as amended, be approved.

MOTION CARRIED

**TERMS OF
REFERENCE**

It was moved and seconded that the Communications Committee supports the draft Terms of Reference in principle and that the Terms of Reference be referred back to staff to include two-way communication wording as well as clarifying wording such as "look at" under Responsibilities.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a consultant be hired to undertake an audit of the CVRD's internal and external communications strategies.

MOTION CARRIED

STAFF REPORTS

SR1

Staff Report from the Corporate Secretary dated January 19, 2011, regarding CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011, was considered.

It was moved and seconded that "CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011" include wording that would enable 'Question Period' to appear on agendas for standing committees and commissions of the Board that consist primarily of elected officials.

MOTION CARRIED

NEW BUSINESS

NB1

Schedule of Communications Committee Meetings

It was the consensus of the Committee to refer this Item to staff to come forward with a proposed schedule.

NB2

Guidelines for Question Period

It was moved and seconded that guidelines be prepared that would apply to 'Question Period' on Regional District agendas.

MOTION CARRIED

ADJOURNMENT
9:24 pm

It was moved and seconded that the Communications Committee meeting adjourn.

MOTION CARRIED

The meeting adjourned at 9:24 pm.

Chairperson

Corporate Secretary

Dated: _____



SR1

STAFF REPORT

COMMUNICATIONS COMMITTEE MEETING OF APRIL 19, 2011

DATE: March 31, 2011

FILE No:

FROM: Chief Administrative Officer

BYLAW No:

SUBJECT: Terms of Reference

Recommendation/Action:

That the draft Terms of Reference for the Communications Committee be approved.

Relation to the Corporate Strategic Plan:

Once approved, the Terms of Reference will guide the Committee in achieving the objective of developing a comprehensive communications plan that will support the information flow between the Board, Commissions/Committees and staff as well as proactively informing the residents of local government activities in and around the Region.

Financial Impact: (Reviewed by Finance Division: SEM)

Although no funds have been specifically allocated in the 2011 Budget, the work of the Committee will be supported through existing budgets and staff resources.

Background:

At the February 9, 2011 meeting, the Committee requested that the draft Terms of Reference be amended to reflect the importance of improving two-way communication. The Terms of Reference have been adjusted accordingly and are now before the Committee for consideration.

Submitted by,


Warren Jones



COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

Purpose: The purpose of the Communications Committee is to improve two-way communication between the CVRD and the communities and people it serves.

Mandate: The mandate of the Communications Committee is to develop a comprehensive external communications plan. Guided by the corporate strategic plan, the committee's work assists with the regional districts effort to be *an organization whose public...are proactively informed* as part of its goal of ensuring *service excellence*.

Goal: The goal of the Communications Committee is to develop strategies to ensure the effective two-way communication of information, issues and news between the CVRD and residents, businesses and other constituent groups.

Responsibilities: The responsibilities of the Communications Committee are to:

- Clarify corporate communication lines to ensure community groups, the media, and resident's inquiries are uniformly considered in a prompt and professional manner.
- Assess web based technologies to stream Board and other committee meetings online.
- Recommend options to ensure that regular media releases are produced throughout the year to inform the public on ongoing CVRD activities and initiatives.
- Develop a set of protocols to ensure a uniform experience for the public when attending public meetings, open houses, town hall meetings, public hearings, etc.
- Assess ways to better identify projects and initiatives in advance that will require enhanced communication with the public.
- Recommend training & skill development opportunities for better communication between the Board and constituent groups.
- Recommend ways for the Board to better gather input and feedback from the public.
- Identify any other needed actions in general to improve communication between the CVRD and its constituent groups.
- Identify tools and processes to assist individual Directors in communicating in local communities.

Expected Outcomes: It is expected that the Communications Committee will recommend to the Board strategies and an associated implementation plan for enhancing two-way communication between the CVRD and the constituents it serves.

Membership: The Board chair selects the Chair and appoints members to serve on the Communications Committee.

Reporting: The Communications Committee reports to the Board.

Meetings: Regular Communications Committee meetings will be scheduled on a monthly basis and/or at the call of the committee chair.



Cowichan Valley Regional District

REQUEST FOR PROPOSALS

STRATEGIC COMMUNICATIONS PLAN

April 18, 2011

The Cowichan Valley Regional District (CVRD) requests submissions from qualified specialists to develop a

Strategic Communications Plan as further described in this request for proposals.

Please submit three (3) hard copies and one (1) electronic copy of your proposal in a sealed package by the **due date** _____ to the attention of:

Joe Barry, Corporate Secretary, Cowichan Valley Regional District
175 Ingram Street, DUNCAN BC V9L 1N8

**COWICHAN VALLEY REGIONAL DISTRICT
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1.0 Background & Purpose

The CVRD is seeking a practitioner who is well-versed in communications planning for local government and/or non-profit organizations who can work with the Board of Directors and CVRD staff to conduct a communication audit and develop a comprehensive public communications strategy.

The Board has identified communications as a key goal and the CVRD's 2011 Community Survey indicated additional information and outreach to citizens would be valuable. While the CVRD currently meets its legal obligations for public information, the CVRD wants to go beyond these requirements and improve residents' experience with, and knowledge of, local government.

The purpose of the Communications Plan is to bring unity, consistency and greater effectiveness to the CVRD's communications. The Communications Plan should offer guidance in equipping all CVRD Departments and elected officials to portray a consistent corporate image and in making cost-effective choices regarding communication with citizens.

2.0 Project Description

2.1 Scope of Services

The Consultant will prepare a communication strategy that provides a framework for communication with citizens. The required elements are as follows:

- Review and audit the CVRD's existing communication and public consultation mechanisms and mediums and evaluate the efficiency of these mechanisms, as well as the quality of the citizen's experience. Review citizen demographic characteristics and information gathering/receiving preferences to determine most effective mediums for communication and public consultation between the CVRD and residents;
- Recommend measures to be adopted, or processes to be changed to achieve our communication goals;
- Recommend communication strategies appropriate for the variety of services offered by the CVRD (including operational/administrative functions, public advertising and CVRD correspondence);
- Develop an implementation plan with prioritized initiatives and timelines;
- Develop a community engagement toolkit for staff outlining preferred methods of communication depending upon the nature or type of information or issue.

To complete this work, other deliverables may include:

- Meetings with Chief Administrative Officer (CAO), Corporate Leadership Team (CLT), and the Board of Directors to gain clarity on mission, strategic priorities, and core values;
- Research (i.e., survey, focus groups, municipal best practices) to determine how and when residents want to be involved;
- Determination of communication/customer service philosophy in keeping with Board goals, as well as standards for Board correspondence;
- Developing key messages for inclusion in CVRD communications;
- Developing measurable customer service standards.

2.2 Important Considerations

- **Community Survey** -The CVRD recently completed a community survey, facilitated by Ipsos Reid. The survey included a limited number of questions pertaining to communications.
- **Board Goals** – CVRD Board of Directors has adopted goals which should be considered in the development of the Strategic Communications Plan.
- **Local Government Act** -The CVRD must comply with legal mandates for communication, including public notification, publication, and comment processes.

2.3 The consultant will be required to meet with CVRD staff as necessary to undertake this project. The CVRD looks to the consultant to provide the amount of hours anticipated to accomplish this task.

2.4 It is anticipated that there will be a preliminary report provided for vetting prior to the final report by the Consultant.

2.5 The final report will consist of all the required elements as identified in this RFP and is subject to approval by the CAO.

2.6 The Consultant should be able to demonstrate the following skills:

- (a) Experience handling communication in a government or non-profit environment;
- (b) Ability to evaluate where communication services are being used valuably, or to excess, in the CVRD, and where change is needed;
- (c) Creative and dynamic approach to the process;
- (d) Understanding of communication strategy generally;
- (e) Experience with public advertising strategies and comprehensive campaigns.

3.0 PROPOSAL PROCESS AND SUBMISSION OF PROPOSAL

3.1 The Proponent should submit its Proposal for the Project on the basis of the requirements set out in this RFP, and the Proponent's further investigations in contemplation of the CVRD and the Project.

3.2 The current schedule for the RFP phase of the Project is as follows:

- (a) Distribution of RFP Documents - _____
- (b) Proposal Due Date - _____

The CVRD reserves the right in its sole discretion to alter the current schedule set out above.

3.3 The Proposal should be submitted along with the Proponent's complete name and address to the attention of the Corporate Secretary.

3.4 It is the Proponent's sole responsibility to ensure that its Proposal is received by the CVRD by the Proposal Due Date. Proposals received after the Proposal Due Date may be rejected and returned to the Proponent unopened.

3.5 Proposal Contents

Submissions of proposals should include, but not necessarily be limited to, the following:

- (a) Proposal pricing should include all factors that will affect the cost of the Proposal, including estimates of delivery, support, employees, subcontractors, consultant, cost savings, etc. Proposal pricing should reasonably allow for adjustments that may be negotiated or be considered necessary to complete the services or requirements of a Contract. Budget should be itemized based upon the scope of the work identified in this RFP. The proposed budget should include a pricing formula and identify the percentage of fees to be paid out at a specific task completion. Budget information should be provided in a separate, sealed envelope.
- (b) Cover letter identifying the Proponents, the size of the firm, and location of the office from which the work will be conducted.
- (c) Personnel intended to be assigned to the project including each member's anticipated role and a description of responsibilities.
- (d) Education and experience of each member of the team. Included must be a brief summary of experience related to this project.
- (e) Identification of project manager.
- (f) A list of similar projects prepared by the firm and references.
- (g) Any proposed sub-consultants indicating approximate percentage of work anticipated by each sub-consultant.

- (h) A work plan, including an explanation of the methodologies to be followed to perform the services required of this proposal and a description of any special techniques or suggestions that would result in a better finished product.
- (i) A list of anticipated deliverables and due dates, including but not limited to:
 - i. Draft Report (One (1) Hard Copy and PDF Version)
 - ii. Final Report (Three (3) Hard Copies and PDF Version)
 - iii. Presentation of Final Report at Board of Directors Work Session
- (j) A list of the records and documentation the CVRD will be expected to provide.
- (k) Approximate project schedule and completion date.

3.6 Proof of Insurance

The Consultant will be responsible for any negligent or wrongful acts or omissions of the Consultant, his employees, agents, or subcontractors and employees or agents of the sub contractor(s) incident to the performance of this contract. The Consultant will defend, hold, and save harmless the CVRD from all claims of liability for any death or damage to all persons or to real or personal property resulting from the performance of the Agreement. Firm shall at its sole cost and expenses procure and maintain insurance satisfactory to the CVRD in the following coverage amounts:

- (a) Workers' Compensation and other Mandated Insurance -Firm shall maintain during the life of the Agreement the statutory Workers' Compensation and Employer's Liability Insurance, and other insurance required by law, for all of the firm's employees engaged in work under this contract.
- (b) Bodily Injury, Property Damage, and Professional Liability Errors and Omissions Insurance -Firm shall maintain during the life of the Agreement coverage such to protect Consultant from claims of damage which may arise from work under the Agreement, whether such operations be by his/herself, or by anyone directly or indirectly employed by them. Consultant shall provide General Liability insurance to be at least \$1,000,000 per occurrence. Certificates of insurance from the insurance provider **must** be included within the proposal, and are subject to review and approval by the CVRD.

4.0 PROJECT SCHEDULE

The schedule will depend upon the timing of the awarding the RFP but the Communication Plan is expected to be completed and delivered by _____ with adoption prior to _____.

5.0 EVALUATION PROCESS AND SELECTION CRITERIA

5.1 The following criteria and weights shall be utilized as a guideline to evaluate the proposals. Individual criteria have been assigned varying weights.

(a) Qualifications and Relevant Experience	30%
(b) Methodology and Deliverables	40%
(c) Project Time Frame	10%
(d) Project Cost	10%
(e) References from Other Similar Projects	10%

A selection committee will be established and will evaluate proposals using the first four criteria outlined above and reference checks will not be undertaken until later in the evaluation process. At the sole discretion of the selection committee, a short list of the highest scored proponents may be developed. Proponents included on the short list may be invited to an interview with the selection committee. The interview may include a requirement for the Proponent to make a presentation to the selection committee. The intent of the presentations/interview will be to allow the selection committee an opportunity to clarify any questions resulting from the initial evaluation.

After the presentations the CVRD may reevaluate the short-listed proposals using the same criteria and completing reference checks. The final selection will be based on the CVRD's determination of the best scoring.

5.2 If the CVRD selects any of the Proposals as best meeting the needs of the CVRD in considering the requirements set out in this RFP and the public interest, the CVRD may enter into negotiations for a Professional Services Agreement with the selected Proponent to provide the work.

6.0 NATURE OF THIS DOCUMENT

6.1 This RFP is solely a request for proposals. It is not an invitation for tenders, an offer of contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the CVRD or any other person can or will be created except by a written contract executed by the CAO or Board of Directors.

6.2 Proponents are cautioned that a Proposal or part of a Proposal may be made public or otherwise disclosed by the CVRD if the CVRD elects to do so or is required to do so by law.

6.3 The CVRD's criteria and requirements for the nature and scope of design of the Project are set out in this RFP, but the CVRD reserves the right in its sole

discretion to alter those criteria or requirements in the course of negotiations with a Proponent.

6.4 The CVRD expects to select a preferred Proponent with whom it may enter into discussions leading to a Professional Services Agreement. In considering any Proposals made in response to this RFP, the CVRD reserves to itself the absolute and unfettered discretion to accept or reject any Proposal whether or not complete or whether or not it complies with the requirements set out in this RFP for the content of Proposals.

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Draft



SR3

STAFF REPORT

COMMUNICATIONS COMMITTEE MEETING OF APRIL 19, 2011

DATE: April 12, 2011 FILE NO:
FROM: J.E. Barry, Corporate Secretary BYLAW NO:
SUBJECT: Guidelines for Board/Committee Question Period Policy

Recommendation/Action:

That staff be directed to draft a Question Period Policy for consideration by the Regional Services Committee; and that the draft policy include the following items:
(items to be determined by the Communications Committee)

Relation to the Corporate Strategic Plan:

Not applicable.

Financial Impact:

Not applicable.

Background:

The proceedings of CVRD Board Meetings are established by Regional Board Procedures Bylaw No. 2889. This bylaw requires that a public question period be included on Board meeting agendas. Committee and Commission meetings are governed by Board Committee and Commissions Procedures Bylaw No. 2922. While this bylaw does not currently require a public question period, amendment Bylaw No. 3459 has been prepared and has been considered previously by the Communications Committee on February 9, 2011.

The Committee passed a resolution that Board Committee and Commission Procedures Amendment Bylaw No. 3459 include wording that would enable 'Question Period' to appear on agendas for standing committees and commissions of the Board that consist primarily of elected officials. The revised amendment bylaw will be considered by the Board at the May meeting.

Once the amendment bylaw has been passed, both procedure bylaws will contain a question period requirement. However, neither bylaw will include guidelines for the structure of the question period. It is generally standard for question period regulations or guidelines to appear in Board or Council policy. This gives the governing body the ability to waive policy when required since bylaw regulations cannot be waived.

Policy Provisions

The Communications Committee, at their meeting held on February 9, 2011 passed the following resolution: *"that guidelines be prepared that would apply to Question Period on Regional District agendas"*. In order to prepare guidelines, initial direction needs to be made by the Communications Committee as to the extent of the provisions.

Attached are examples of guidelines followed by other local governments:

- Dawson Creek
- Delta
- Ladysmith
- Maple Ridge
- Port Coquitlam
- Richmond, Virginia
- Sidney
- Skeena-Queen Charlotte

Direction is required from the Committee regarding the items listed below. While many local governments may have no regulations, others have implemented restrictions. Listed below are some examples of restrictions that are used elsewhere.

Maximum Time Limit for the Question Period

Some local governments allow a maximum amount of time at each meeting for the public to ask questions. For example, Dawson Creek has a 15 time limit while the Town of Sidney allows a maximum of 20 minutes.

Maximum Time Limit per Speaker Maximum Number of Questions

So that question period isn't monopolized by one or two speakers, some local governments restrict each speaker to either a designated number of questions or a maximum time limit. Maple Ridge allows each speaker two minutes to ask one question. Sidney allows each speaker a maximum of three minutes. Port Coquitlam allows a maximum of four questions. Richmond, Virginia limits appearances during the citizen comment period to a maximum of four times per year and not more than once within a three month period.

Eligible Topics

While it is common for question period to be limited to matters which appear on that particular Board or Committee agenda, some local governments grant more latitude. For example, in Ladysmith, questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking. In Sidney, questions must relate strictly to municipal matters or community concerns. As well, questions shall be on topics which will not normally be dealt with by municipal staff as a matter of routine.

Skeena-Queen Charlotte requires that questions be truly questions and not statements or opinions by the questioner, as Question Period is not a platform for debate.

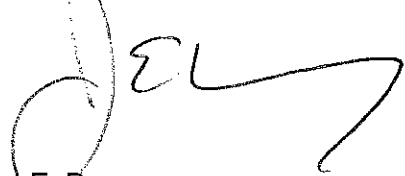
Pre-Registration

Some communities such as Delta require speakers to submit their questions in writing to the City Clerk in advance of speaking. Speakers in Dawson Creek must register by the Friday afternoon before the meeting.

Next Step

Following direction from the Communications Committee, a draft policy will be prepared and placed on the May Regional Services Committee agenda for consideration.

Submitted by,



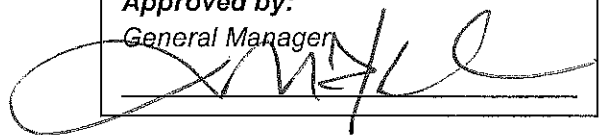
J.E. Barry
Corporate Secretary

Reviewed by:

Division Manager: N/A

Approved by:

General Manager



DAWSON CREEK

COUNCIL QUESTION & ANSWER PERIOD PROCEDURE

The Question and Answer Period provides the public access to Council in order to obtain information regarding the business of the Corporation. The Question and Answer Period will be held in Council Chambers during the fifteen (15) minutes prior to the start of the Media Question Period of Council. The following protocol applies to the Question and Answer Period.

PROTOCOL

1. A questioner must be a property owner, resident of the municipality and/or a person who is deemed to be directly affected by the matter to be addressed.
2. Persons wishing to ask a question must register to do so. Opportunity to register will be available at City Hall on the Friday before the meeting from 1:00 p.m. to 4:30 pm.
3. Registration will not be carried forward from meeting to meeting. Persons that have registered but have not addressed their question to Council at the end of Question and Answer Period, will be advised to return to the next Regular Meeting and re-register, or may submit their questions for subsequent written response.
4. Questioners must submit their questions in writing to the Director of Corporate Administration in advance of speaking. Forms will be provided for this purpose, at the time of registration.
5. Questioners must respect the need for Question Period to proceed in a timely fashion and must proceed according to these guidelines:
 - a. Address the Mayor when speaking;
 - b. State their name and residential address, prior to presenting their question to Council;
 - c. Speak clearly and concisely into the microphone at the Delegation Table; when and where one is available;
 - d. Agree to speak for not more than three minutes and to speak only once during the meeting (unless invited by the Mayor to extend the discussion).
6. Questioners are required to ask a question and are not permitted to make a speech. A question will be ruled out of order if speaking to matters of current litigation or legal action against the Corporation of the City of Dawson Creek. A questioner making political statements, using rude and/or obscene language or defamatory comments or speaking about a bylaw from a closed public hearing will also be ruled out of order.
7. Council reserves the right to defer responding to a question in order to obtain the information required to provide a comprehensive and accurate response

QUESTION AND ANSWER PERIOD PROTOCOL**SCHEDULE E****PURPOSE:**

To provide guidelines for the conduct of a Question and Answer Period.

DEFINITION:

The Question and Answer Period is to provide the public access to Council in order to obtain information regarding the business of the Corporation and is held for the 15 minutes prior to the start of the regular Evening Session of Council (normally at 6:45 p.m.).

PROTOCOL:

1. A speaker must be a property owner, resident of the municipality and/or a person who is deemed to be directly affected by the matter to be addressed, in order to participate in the Question and Answer Period.
2. Persons wishing to speak must register to do so. Speaker registration will be available at the Municipal Hall on the day of the meeting from 3:00 p.m. until 6:30 p.m.
3. Speaker registration will not be carried forward from meeting to meeting. Persons that have registered but not addressed Council at the end of Question & Answer Period, will be advised to return to the next Regular Meeting and re-register to speak, or may submit their questions for subsequent written response.
4. Speakers must submit their questions in writing to the Clerk in advance of speaking. Forms will be provided by the Clerk for this purpose.
5. Speakers must respect the need for Council Meetings to proceed in a timely fashion and must proceed according to these guidelines:
 - a. address the Presiding Officer when speaking;
 - b. state their name and residential address, prior to presenting their question to Council;
 - c. speak clearly and concisely into the microphone at the "Speakers Podium", when and where one is available; and
 - d. agree to speak for not more than three minutes and to speak only once during the period (unless invited by Council to extend the discussion).
6. Speakers are required to ask a question and are not permitted to make a speech. A speaker will be ruled out of order if speaking to matters of current litigation or legal action against The Corporation of Delta. A speaker making political statements, using rude and/or obscene language or defamatory comments or speaking about a bylaw from a closed public hearing will also be ruled out of order.
7. Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

LADYSMITH

2011-029

Town of Ladysmith Question Period Guidelines

It was moved and seconded that the following guidelines be adopted for Question Period during Council meetings:

- Persons wishing to address Council during "Question Period" must be either Town of Ladysmith residents or non-resident property owners.
- Individuals must state their name and address for identification purposes.
- Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise.
- Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

2011-030

Amendment

It was moved, seconded and carried that the first bulleted item in Motion 2011-029 be amended to read as follows:

- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners or business operators.

Resolution 2011-029 carried as amended.

2011-031

It was moved, seconded and carried that the matter of adding a public input period related to Town business prior to the start of a Council meeting be brought forward to a future Government Services meeting for discussion by Council, and that staff be requested to bring examples from other jurisdictions.

Councillor Paterson

Councillor Paterson expressed concern about the lack of volunteer leadership and participation in the Ladysmith Celebrations Society, stating more volunteers must be recruited to ensure that the event will continue.

Councillor Evans

Councillor Evans expressed appreciation to the Working Committee of the Affordable Housing Directorate of Social Planning Cowichan for their development of an Affordable Housing Strategy for the Cowichan Region.

1800 QUESTIONS FROM THE PUBLIC

1900 ADJOURNMENT

QUESTION PERIOD

The purpose of the Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing by-laws which have not yet reached conclusion.

Council will not tolerate any derogatory remarks directed at Council or staff members.

Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total Question Period is limited to 15 minutes.

Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

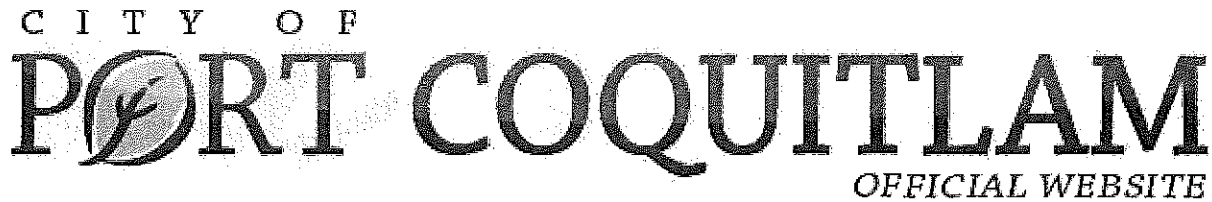
Other opportunities are available to address Council including public hearings, delegations and community forum. The public may also make their views known to Council by writing or via email and by attending open houses, workshops and information meetings. Serving on an Advisory Committee is an excellent way to have a voice in the future of this community.

For more information on these opportunities contact:

Clerk's Department at 604-463-5221 or clerks@mapleridge.ca.

Mayor and Council at mayorandcouncil@mapleridge.ca.

Checked by: _____
Date: _____



Open Question Period

That the following be the guidelines for the Open Question Period held at the conclusion of regular Council meetings:

1. The Open Question Period will commence after the adjournment of the regular Council meeting.
2. A maximum time of 20 minutes for questions from the press and public will be permitted; subject to curtailment at the discretion of the Chair if other business necessitates.
3. Questions may be asked of any Council member, but directed through the Chair.
4. Questions must be truly questions and not statements or opinions by the questioner.
5. Not more than 4 separate questions per questioner will be allowed.
6. Questions from each member of the attending press will be allowed preference prior to proceeding to the public.
7. The Chair will recognize the questioner and will direct questions to the Councillor or staff member whom he/she feels is best able to reply.
8. More than one Councillor or staff member may reply if he/she feels he/she has something to contribute.

NOTE: The Open Question Period will not be held during the 6 week period immediately preceding the Municipal Election.

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This is a print version of the webpage. The navigation of the site has been removed through the print css. If you require a printout of the page as it looks in your browser, please use screen capture.

The City Council is the city of Richmond's local legislative body and is composed of one Council representative elected from each of nine districts. Council members are elected to serve a four year term of office. The Council elects one of its own to serve as the president and presiding officer for a two year term.

Time and Place of Meetings

The City Council meets in informal work session at 3 p.m. and in formal session at 6 p.m., on the second and fourth Monday of each month, in the City Hall 2nd Floor Council Chambers, located at 900 E. Broad St. All meetings of the council are open to the public.

Consent Agenda

Items listed on the Consent Agenda are considered routine and non-controversial. The consent agenda provides a method for the expeditious handling of items that do not require discussion and will be approved unanimously by a single roll-call vote of Council. The public may speak to any item on the Consent Agenda when the public comment period is announced by the president. Any person speaking to one or more items on the Consent Agenda will be allotted a total of three minutes.

Citizen Comment Period

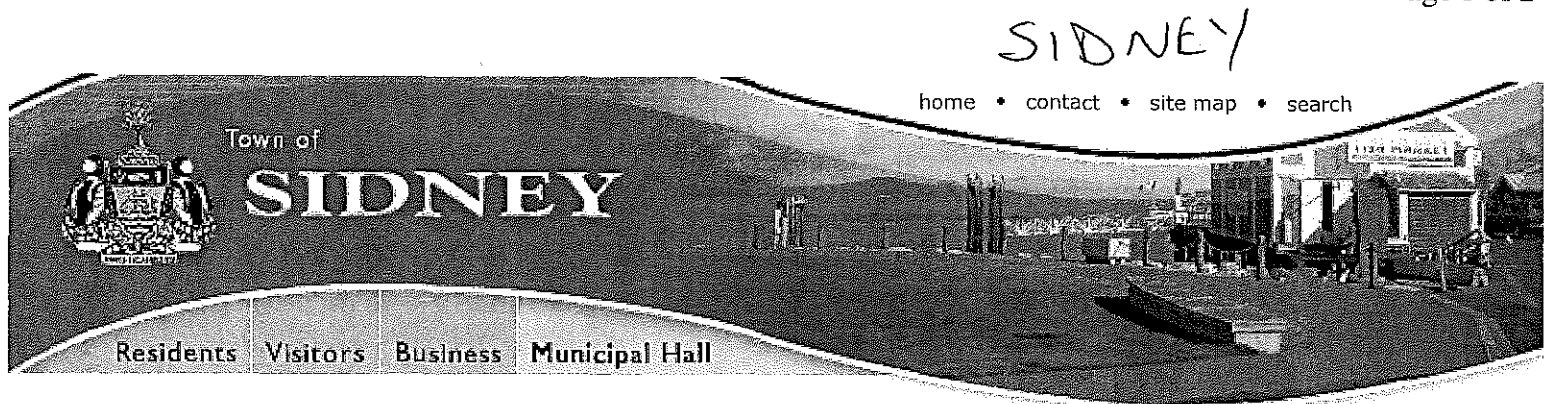
The Citizen Comment Period is an opportunity for citizens to address Council concerning the services, policies, and affairs of the city and to discuss issues not on the agenda for the business meeting. However, you must schedule your appearance with the Office of the City Clerk no later than 12 noon on the date of the meeting. Each speaker will be allotted three minutes to make their comments.

An individual may appear before Council during the Citizen Comment Period no more than four times per year and no more than once within a three-month period.

Guidelines for Citizen Participation *

- The maximum time allotted to persons speaking to any matter under consideration by the Council shall not exceed 30 minutes for the proponents and 30 for the opposition.
- Speakers should state their full legal name, any organization(s) they represent and any economic or professional relationship(s) that would benefit by the adoption of the paper(s) they are addressing.
- Speakers will not be permitted to address or question the Chief Administrative Officer, the City Attorney, the City Clerk, or any staff member directly.
- Questions should be directed to the President, who may at their discretion, solicit a response.
- Applause is permitted during the Awards and Presentations Period only.
- Persons speaking to Agenda items shall be limited to three minutes. However, no individual from the public may speak for more than 10 minutes total during the business meeting.
- Citizens may express their views in writing in lieu of an oral presentation.

* The full text of the Council's Rules of Procedure is also available in the Office of the City Clerk located in City Hall, 900 E. Broad St., Suite 200.



> [Welcome to Sidney](#) > [Municipal Hall](#) > [Mayor and Council](#) > Meeting Rules and Guidelines

Meeting Rules and Guidelines

Council has established a [Procedures Bylaw 1797](#) to govern meetings of Council and Committees of the Whole. Council has also established policies outlining rules and guidelines during Regular Council meetings:

Public Participation Period

1. A maximum of 20 minutes is allocated prior to Regular Council Meetings.
2. Those wishing to address Council must specify their name and address for identification and the topic involved before being granted permission to speak.
3. Issues must relate strictly to municipal matters on community concerns. Individuals may speak to an agenda item or pose a question to Council.
4. Questions shall be on topics which will not normally be dealt with by municipal staff as a matter of routine.
5. Questions shall be addressed through the Chair and if the questions can be answered either by the Chair or through the Chair, Council will endeavour to do so. Otherwise, the questions will be referred to staff for research and report.
6. Presentations shall be brief and to the point, with a time of approximately 3 minutes being allowed to each speaker.

Correspondence

Any person wishing his/her correspondence to be received at a Regular Council Meeting, shall provide it to the Corporate Administrator by 4:30 p.m. on the Tuesday prior to the regular meeting.

Delegation

1. Any delegation wishing to appear before a Regular Council must inform the Corporate Administrator, in writing, preferably with background material:
 - a. by 4:30 p.m. on the Tuesday prior to the Council;
 - b. of the subject of the delegation; and
 - c. of the name and address of the speaker for the delegation.
2. A maximum of 10 minutes is allocated. If there is more than one speaker, then each speaker shall present different information and the maximum time shall not be exceeded.

Public Hearings

Those who believe that their interest in property is affected shall be afforded a reasonable opportunity to be heard or to present written submissions.

The public shall become familiar with the facts prior to the hearing. The hearing is an opportunity to express opinions pertaining to the facts, not to ask questions.

SKEENA - QUEEN CHARLOTTE



Skeena-Queen Charlotte Regional District

PROCEDURES POLICY

Section	Rules and Procedures
Sub-Section	Public Question Period
Title	Guidelines for the Public Question Period

POLICY

That the following be the guidelines for the Public Question Period held during regular Board meetings:

1. The Public Question Period will commence before the adjournment of the regular Board meeting.
2. The purpose of the Public Question Period is for the public to ask single questions of the Board, directed through the Chair.
3. Not more than 2 separate questions per questioner will be allowed. The Chair can request that any additional questions be forwarded to the Board in writing and may be answered in a timely manner.
4. Each individual question shall be limited to two minutes and the maximum time allotted for this agenda item shall be ten minutes.
5. Questions must pertain to the Regional District, Budgets, Board Priorities or Agenda Business.
6. Questions must be truly questions and not statements or opinions by the questioner, as this is not a platform for debate.
7. The Board Chair may be available after the meeting for media interviews.

REASON FOR POLICY

To provide clarity to the public on the proper procedure for directing questions to the Board and to ensure good and orderly proceedings.

AUTHORITY TO ACT

Board Resolution # _____

Approval Date		Approved By	
1. Amended		Approved By	
2. Amended		Approved By	