

THE CORPORATION OF THE CITY OF NELSON

POLICY TITLE: Committee of the Whole
Presentations

POLICY NO: 0550.00.018

EFFECTIVE DATE: June 3, 2025

SUPERSEDES: May 3, 2022

APPROVAL: Council

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PURPOSE:

Presentation opportunities to Council at Committee of the Whole meetings are limited and accordingly it is important that presentations be directly related to Council's strategic goals and priorities to help inform future decision-making. Staff shall use this policy to determine what types of presentations are eligible, and to prioritize among eligible presentations where not all presentation requests can be accommodated.

POLICY OBJECTIVES:

This Policy addresses how staff shall schedule presentations for Council's Committee of the Whole Meetings. The Policy provides clear and transparent guidelines with regard to the following:

- What types of presentations are eligible to present to Council at a Committee of the Whole Meeting;
- How staff shall prioritize amongst competing eligible presentations when not all presentation requests can be accommodated;
- The process for eligible presenters to apply to present to Council at a Committee of the Whole Meeting.

CONSISTENCY WITH COUNCIL PROCEDURE BYLAW:

This Policy must be interpreted to be consistent with Council Procedure Bylaw No. 3491, 2020. Council Procedure Bylaw No. 3491, 2020 directly addresses Committee of the Whole delegations in Section 4.6 through 4.9. This Policy, for clarity, refers to "presentations". This term is interchangeable with the Bylaw's use of the word "delegation."

APPLICATION:

This Policy applies to requests or invitations to present to Council at a Committee of the Whole Meeting. Section 4.7 of Council Procedure Bylaw No. 3491, 2020 states that a maximum of three presentations can be received at a Committee of the Whole meeting. As such, it is important that criteria be established to allow staff to fairly and transparently prioritize amongst eligible presentations.

PRESENTATION ELIGIBILITY:

In order for any presentation to be eligible at a Committee of the Whole, the following must be satisfied:

- Presentations must be on behalf of an established organization or association. This includes the City and other levels of government, Crown Corporations, not-for-profits, trade groups, and private businesses. This does not include individual residents that are not formally associated with any of the above. Individual residents seeking to be heard by Council shall be referred to a Committee of the Whole's Public Participation Segment.
- Presentations must not address grievances against the City.
- Presentations must not address operational issues that are within staff's discretion. Such issues are to be addressed by staff.
- At a minimum, presentations must be related to issues concerning the City of Nelson. The Priority Ranking below address how presentations shall be prioritized with regard to presentation content.
- Requests for delegation may be denied if the subject matter is deemed to be outside the jurisdiction of the City of Nelson.

PRIORITY RANKING:

Where there are multiple competing presentation requests that cannot all be accommodated, staff shall prioritize presentations according to the Priority Ranking listed below. The rankings are listed in order of importance (i.e. No. 1 is the highest priority).

1. Presentations requested by a majority of Council by resolution.
2. Presentations from City staff.
3. Presentations from an organization necessary to inform an upcoming decision of Council with regard to a request from the organization.
4. Presentations from organizations that have a strategic partnership with the City including but not limited to: WildsafeBC, BCTransit, Nelson and Area Economic Development Partnership, Central Kootenay Invasive Species Society.
5. Presentations specifically related to matters that have been identified as strategic goals and priorities for Council.
6. Presentations from organizations that have not already presented to Council in the past 12 months.

PROCEDURE:

The Corporate Officer and designate shall adhere to the following procedure when scheduling Committee of the Whole presentations:

1. Review presentation requests to determine if they are eligible as set out by the Presentation Eligibility section above.
2. Schedule eligible presentations for the next available Committee of the Whole Meeting. For those that are not deemed eligible, staff shall work with the applicant to determine whether their matter may be dealt with by staff, or the information provided to Council through some other means (i.e. letter to Council, Committee of the Whole Public Participation).
3. Where there are more than three eligible presentations seeking to present at any given meeting, apply the Priority Ranking to determine which presentations will fill the three available presentation slots. Presentations that are not selected for that meeting will be added to a waiting list to be offered a presentation slot at a later meeting.
4. Presenters will be notified, at the time of scheduling, that presentation dates can be changed as necessary per the Priority Ranking in this Policy.
5. Consistent with Section 4.9 of Council Procedure Bylaw No. 3491, 2020, an appeal may be made to the City Manager where a delegation is rescheduled to a later meeting or refused entirely.
6. Delegations should not appear before Council more than **once in the last 12-month period**, unless they are presenting **substantively new information** not previously shared with Council.
7. Staff shall apply this restriction as part of the prioritization process outlined in the Priority Ranking section.
8. Delegation requests must be submitted in writing to the Corporate Officer or designate no less than **thirty (30) calendar days** prior to the scheduled Committee of the Whole Meeting. The Corporate Officer or City Manager may waive this requirement and approve matters they deem urgent at their discretion.
9. Requests must include:
 - Name(s) of presenter(s)
 - The topic of the presentation
 - Any requested outcomes or decisions
 - Any accompanying presentation materials or documentation
10. Supporting materials for eligible presentations must be submitted **at least ten (10) calendar days** before the meeting date to allow for distribution to Council members.

PRESENTATION TIME LIMITS:

1. Delegations will be allotted a **maximum of ten (10) minutes** to present their information unless otherwise permitted by the Chair.
2. This limit includes any audiovisual materials or handouts.

DELEGATION CONDUCT:

1. Presenters must conduct themselves respectfully and adhere to the rules of order as established by Council Procedure Bylaw No. 3491, 2020.
2. Disruptive, disrespectful, or unruly behavior may result in the termination of the presentation and removal from the meeting, at the discretion of the Chair.

COUNCIL RESPONSE PROTOCOL:

1. Council members may pose questions to delegations following the presentation for the purposes of clarification.
2. No decisions will be made at the time of the delegation's presentation. The matter may be referred to staff for further consideration or placed on a future meeting agenda as deemed appropriate by Council.

REVIEW AND AMENDMENTS:

1. This policy may be amended by the Council as necessary to ensure its effectiveness and alignment with the Council Procedure Bylaw.