

COUNCIL POLICY



Document Name: Request for Presentation to Council
Department Name: Legislative Services
Document Number: GOV-110
Effective Date: January 24, 2023 Next Revision Date: January 24, 2026

STRATEGIC PLAN VALUE

Building Partnerships

PURPOSE AND OBJECTIVE

The purpose of the Request for Presentation to Council Policy (the “Policy”) is to provide a consistent, transparent, and unbiased process through which members of the public can provide input on issues concerning the Regional Municipality of Wood Buffalo. This allows Council to gain insight on the needs, concerns, and interests of members of the public, and assists Council in the decision-making process.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Administration” means the Chief Administrative Officer and any other person who exercises a power, function, or duty of the Municipality, including natural person powers, whether under delegation from the Chief Administrative Officer or by any other authority or agreement, as defined in Procedure Bylaw 18/020.
- 1.2. “Administrative Tribunals” refer to administrative tribunals, including, but not limited to, the Assessment Review Board, Community Standards Appeal Committee, and Subdivision and Development Appeal Board.
- 1.3. “Agenda Review Panel” or “Panel” means a working group consisting of the Mayor, Chief Administrative Officer, and Chief Legislative Officer that reviews and approves Requests for Presentations.
- 1.4. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.5. “Presenter” means an individual or an individual representing a group or a group of individuals (including businesses, corporations, societies, and Council Committees) other than Administration, who has been scheduled on a meeting agenda, to make a presentation to Council or a Council Committee.
- 1.6. “Request for Presentation” or “Request” means a request made in writing by a Requestor to present to Council or a Council Committee on a matter not listed on a meeting agenda, or on a concern that does not require a public hearing.

- 1.7. "Requestor" means the member of the public or stakeholder who wishes to share information with Council or has an interest in or is affected by an outcome or decision of the Municipality, who is requesting to present to Council.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy and any future amendments, as required.

2.2. Agenda Review Panel to:

- 2.2.1. review Requests for Presentation and determine if the Request will be placed on a Council meeting agenda; and
- 2.2.2. determine the appropriate administrative channel or other appropriate direction for Requests, if necessary.

2.3. Senior Leadership Team to:

- 2.3.1. review Requests that have been referred to Administration; and
- 2.3.2. report to Council and bring forward recommendations for any Council actions resulting from a Request, if deemed appropriate.

2.4. Legislative Services to:

- 2.4.1. receive, acknowledge receipt, and convey direction and decisions for a Request; and
- 2.4.2. prepare and present recommendations for review by the Agenda Review Panel.

3. General Procedures

3.1. Requests for Presentation:

- 3.1.1. A Requestor may submit a written Request either on the person's own behalf or as a representative of a group or organization.
- 3.1.2. The Request must clearly identify the general nature of the intended presentation and include all supporting materials.
- 3.1.3. The Request along with all supporting materials must be received by Legislative Services no later than the close of business 10 days prior to the Council meeting at which the Requestor wishes to address Council, unless otherwise notified by the Chief Legislative Officer.
- 3.1.4. Late submissions or changes will not be accepted.

3.2. Prohibited Requests:

- 3.2.1. The following Requests are prohibited and will be denied by Legislative Services:
 - 3.2.1.1. Proposal by a private business, group, or individual without having first pursued a resolution with Administration;
 - 3.2.1.2. invitations to Council to participate in a special event, ceremony, or other initiative. These must be submitted to the Mayor's office;

- 3.2.1.3. any matter requiring the holding of a public hearing or for which a public hearing has already been held;
 - 3.2.1.4. any matter before or previously heard by an Administrative Tribunal;
 - 3.2.1.5. any matter pertaining to publicly solicited procurements for the provision of goods, services, and construction for the Municipality, between the time that solicitations are called and the time that the contract has been awarded;
 - 3.2.1.6. any matter previously presented to Council by the same Requestor within a 12-month period for which no new information is provided;
 - 3.2.1.7. any matter pertaining to an enforcement complaint, investigation or action, is the subject of a continuing legal challenge through the Court system, or any matter that is or has been the subject of a claim for damages against the Municipality;
 - 3.2.1.8. any matter that contravenes the *Freedom of Information and Protection of Privacy Act*;
 - 3.2.1.9. any matter whereby a process is outlined in an alternate approved Council policy. These will be referred to Administration to work through the established process (e.g., requests for tax relief);
 - 3.2.1.10. any matter deemed inappropriate or of concern by the Chief Administrative Officer or Mayor; and
 - 3.2.1.11. any matter not falling within the jurisdiction of Council, pursuant to the *Municipal Government Act*.
- 3.2.2. Legislative Services will advise the Requestor that the submitted Request is prohibited.
 - 3.2.3. Prohibited Requests will not be reviewed by the Agenda Review Panel.

3.3. Review of Requests

- 3.3.1. The Agenda Review Panel will categorize and evaluate Requests using the following criteria:
 - 3.3.1.1. *Information Sharing* – Requests which require no action of Council. The only motion that may be considered is a motion to receive the presentation as information.
 - 3.3.1.2. *Action* – Requests which require an action or decision of Council. The Request must be directed to Administration for review. Where appropriate, Administration will provide an overview to Council and draft a recommendation for Council's consideration.
 - 3.1.5.2.1 In the event a presentation is scheduled without having been dealt with on an administrative level, the only motion that may be considered by Council is a motion to receive the presentation as information and to refer it to Administration for review and possible action.

3.3.1.3. *Sensitive or Confidential* – Requests which are considered sensitive or confidential in nature. The Request will be dealt with individually and in accordance with the provisions outlined in the *Freedom of Information and Protection of Privacy Act* and any other relevant legislation.

3.3.2. If the Request is approved, the Agenda Review Panel will make every effort to accommodate the requested date for the presentation. However, the Presenter should be prepared to present on an alternative date if deemed necessary by the Panel.

3.3.3. If the Request is approved, the matter will be scheduled on the Council meeting agenda, and all documentation and presentation materials, including the formal Request, will be included in the Council meeting agenda package, and posted to the Municipality's website.

3.3.4. If the Request is denied, Legislative Services will advise the Requestor that the Request has been denied and will provide the rationale for the denial.

3.4. Presentation Protocols:

3.4.1. Pursuant to the Procedure Bylaw No. 18/020, all Presenters will be allocated a maximum of five (5) minutes for their presentation. This time limit does not include the time Council may take to ask questions.

3.4.2. Upon being recognized by the Chair, a Councillor may pose questions for clarification to the Presenter, the Chief Administrative Officer, or Administration. However, debate is not permitted.

3.4.3. Any question posed to Council may be referred to the Chief Administrative Officer, and Council is not required to provide a response at that time.

4. Rescind and Replace

This Policy rescinds and replaces the Council Presentation Request Policy LEG-110, dated October 25, 2011.

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Copyright Act, RSC 1985, c C-42
 Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25
 Municipal Government Act, RSA 2000, c M-26

Cross References: Council Code of Conduct Bylaw No. 18/009
 Procedure Bylaw No. 18/020
 Request for Presentation to Council Administrative Procedure
 GOV-110-P01

Position Responsible: Chief Legislative Officer

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
October 25, 2011	Introduction	New Council Presentation Request Policy LEG-110
January 24, 2023	Revision – Substantive	Council Presentation Request Policy LEG-110 rescinds and replaces Request for Presentation to Council GOV-110. Substantive revisions to the Policy, including changes to definitions, responsibilities, and procedures, as well as new legal references and cross references. Format revised to match the latest Policy template.