

## QUESTION AND ANSWER PERIOD PROTOCOL

### **PURPOSE:**

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

The Question & Answer Period is to provide the public access to Council in order to obtain information regarding the business of the City and is held for the 15 minutes prior to the start of the Regular Meeting of Council (normally commencing at 3:45 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 & Answer Period. Questions to Council will only be permitted on items directly related to a matter which is on that day's Regular Meeting agenda.
2. Persons wishing to speak must register to do so via email to [Mayor-Council@delta.ca](mailto:Mayor-Council@delta.ca) or by contacting the Clerk's Office at 604-946-3220 no later than 10 am on the day of the meeting. Speakers must provide their name, home address and contact information and the item number that their question relates to and their question. Speakers will be permitted to participate via electronic means and will need to indicate that they wish to do so. Instructions on electronic participation will be provided. Alternate arrangements to in person or electronic participation may be permitted in consultation with the City Clerk.
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 are requested to respect the need for Council Meetings to proceed in a timely fashion and to 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 podium; and
  - d. speak for not more than three minutes, and speak only once during the period (unless invited by Council to extend the discussion).
5. 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 City of Delta, or matters that were the subject of a concluded Public Hearing. A speaker making political statements, using rude and/or obscene language or defamatory comments will also be ruled out of order.

## QUESTION AND ANSWER PERIOD PROTOCOL (cont.)

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.
8. The City Manager has the authority to cancel a Question & Answer Period if it conflicts with Council's schedule, or if it is deemed to harm the interests of the City of Delta.
9. The Question & Answer Period is live streamed on the City's website and published and archived on the City's website for later viewing. Speakers will be advised that their participation in the Question & Answer Period including their name and address is being videotaped for live streaming purposes and later publication and archiving on the City's website and such disclosure is being done so in accordance with Section 33.1 (1) (r) of the *Freedom of Information and Protection of Privacy Act*.

*Adopted by Council Resolution on September 13, 2013  
Amended by Council Resolution on October 25, 2021*