

Good Evening Mayor and Councillors: My name is Janet Irvine and address is: _____

I'm here to speak to ***Council Procedure Bylaw 2007 No. 7060*** and provisions for Decorum of City meetings, as relates to the orderly conduct of elected members and members of the public, who attend these meetings. The tolerance level of myself and others, for **disorderly conduct at City meetings**, reached an all-time low last week. Compliance and enforcement are both wanted **and** needed. And the current Bylaw is in need of updating in this regard.

I have a quote from a Governance Framework report, (known as the Watson report), which was produced for the City in 2013, at an approximate cost of \$75,000. On page 32, it states:

"Councillors 'set the tone at the top' in terms of culture, by the way they act among themselves and the way they act in relation to the City Manager, staff and the public."

I also refer to one of the City's identified **Strategic Priorities**, which is: **Taking Responsibility to be an excellent municipal government.** I understand that implementation of this priority was led by the City's **Governance Steering Committee**, hereinafter referred to as the "GSC", which was established in **January of 2013.**

Recommendation #17 of the Watson Report was to enhance the Council Procedure Bylaw, and a consultant was retained to do so; at a cost of approximately \$12,000. I understand that the **proposed changes were aimed at streamlining City meetings and outlining the expected decorum of council members.** I also understand that the *Bylaw* was never amended to include any of those proposals.

In a Report from the Manager of Legislative Services to the GSC for its meeting of May 15, 2014, he made the following recommendation:

"That the Governance Steering Committee continue to work on developing a new Council Procedure Bylaw that meets the principle of informed decision making through effective public participation and efficiently conducting the business transactions of Council."

It appears that the Governance Steering Committee disbanded in May of last year the 2014 municipal election was approaching, and here we are today!!

Pursuant to s. 18 of **Council's Procedure Bylaw**, the City does have a very helpful "**Delegation Information**" document on its website. However, it **only** covers such items as the **processing of delegation requests** and the **amount of time, that the Delegation will have to speak**. I have wondered, over the years, why the document did **not** also include advice on **protocol for example, how to address members of council, and the fact that the delegation is actually at the podium to address council and not the public gallery**. A simple instructional tool for **guidance, would provide citizens with some much needed clarity and consistency**, and I feel that it would not only assist those, who have **no** previous experience participating in City meetings, I feel that it would be a win-win for all in attendance.

In January of this year, the Integrity Group presented a "Respectful Workplace" session, as part of the new Council's orientation, and, as I recall, all members of this council were in attendance. As the session was conducted in an open meeting, I attended as well, and found it to be quite informative. That day, I also provided the Mayor with an example of an instruction sheet for citizens, that I had obtained from an Ontario city.

And I also have several other **lists of Do's and Don'ts and guidelines** from other jurisdictions, which I will provide to the City. I am willing to offer my assistance in this regard, **from a citizen's perspective**, in any way that I can.

Speaking of the **Integrity Group**, I understand that it appears to be presently assisting the City. I am aware that there may be "fires to put out" here; however, I am **not** in favour of spending our money in order to provide services in the areas of personal growth for those who were elected to public office! I feel, that if any leader requires skills upgrading in "how to get along with others", they should probably pay for such counselling on their own dime. After all, a portion of council's compensation is tax-free, I believe!

I would like to acknowledge the comments that were made by certain members of Council at the outset of this meeting.

I will read a couple of paragraphs from my letter that was published in July of 2013, in the local mainstream mediathis was published two years ago, and four of you were on council at that time. **[READ FROM LETTER]**

[USE THE REMOTE AND READ LETTER]

And I will now read a letter that I sent to the editor of the *Daily News* last month (June 25), in response to: "*Signs not allowed: Mayor McKay*"To my knowledge, it was **not published .**

As an engaged citizen, I feel, that council has been providing **very generous opportunities for public input** at its meetings. However, I

have witnessed, that some of the freedoms that we enjoy, such as freedom of assembly and freedom of expression, seem to be abused too often at City meetings.

in the interest of peace order and the provision of good government for ALL citizens, I would respectfully request that this council re-open the conversation about the updating and enhancing of the *Council Procedure Bylaw*, in order to make the appropriate amendments regarding the conduct of elected members and **all** members of the public, who attend the City's meetings.

Thank you.

READ

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Leadership needed to see civility at council

BY JANET IRVINE, THE DAILY NEWS JULY 11, 2013

I watched the televised council meetings of June 10 and July 8²⁰¹³, the decorum of which included the persistent, disruptive and disrespectful behaviour of many members of the group related to the Colliery dams issue, and I respectfully suggest that the city of Nanaimo take charge and introduce some rules for the order and decorum of meetings, to be observed by delegations and audience members in the city's council chamber.

I understand that the rules of conduct and debate in the city's Council Procedure Bylaw 2007 No. 7060 provide for decorum in debate amongst our elected officials.

However, leadership is ~~sorely~~ needed to ensure that council meetings are conducted in a manner that allows the peoples' business to be undertaken free from abusive and distracting behaviour, such as shouting out and repeated clapping from the audience.

This lack of respect for fellow citizens is displayed online for all to see.

READ

USE
REMOTE

And why is question period no longer restricted to questions only?

I appreciate the concerns of the affected citizens regarding the potential loss of the use of the neighbourhood dams for recreational purposes. However, participation in our democratic process comes with some responsibility, does it not?

As this highly controversial matter relates to the exposure of the old Colliery dams to catastrophic events and potential liability, I will share that I recently came across some factual information from a local insurance company regarding the reality that recent storms and severe earthquakes around the globe have resulted in dramatic changes in the global reinsurance market.

Apparently, some insurance companies are actually withdrawing from specific markets on Vancouver Island due to over exposure of risk, and B.C. is seeing increased premiums for earthquake coverage, earthquake deductibles and base rates.

And then there is the additional challenge of obtaining insurance coverage for overland flooding.

Janet Irvine Nanaimo

From: Janet Irvine [mailto:~~janet. Irvine@nanaimo.ca~~]
Sent: June-25-15 9:48 AM
To: 'letters@nanaimodailynews.com'
Cc: 'SAnderson@nanaimodailynews.com'
Subject: Re: "Signs not allowed: Mayor McKay", Daily News, June 24

(Note: Please see attached two photos taken at council meeting of May 19, 2015.)

(USE REMOTE)

Two years ago, you published my letter about the deterioration in decorum of council meetings.

TO THE EDITOR:
~~More~~ Recently, signs that have been used by citizens at council meetings, have not only been directed at politicians. At the special council meeting of May 19th, where the City's legal counsel was in attendance regarding the dams file, I was greeted ~~at the Council meeting~~, by a citizen's sign that targeted me. His sign said, "Sorry Janet". I could only guess that ~~his~~ *his* ~~action~~ action was the result of my participation in a respectful discussion the day before the council meeting, on his "political talk" Facebook, when he requested feedback on the topic of signs in council chambers.

I had conveyed to him that there are other avenues available for citizens to express their concerns to council, such as applying to address council, ~~at~~ *at*, at a meeting and/or writing and calling them. I mentioned that all attendees at meetings should simply be mindful of the rights of others and practice common courtesy.

Story *another citizen*
You report that ~~an~~ *another citizen* said, "We've never been accused of disrupting council meetings before." Actually, at the May 19 meeting, Mayor McKay had asked ~~the~~ *the* ~~citizen~~ to sit down and be quiet in the public gallery and the Mayor had unsuccessfully asked ~~the~~ *the* ~~citizen~~ to take down his signs. After the meeting, ~~the~~ *the* ~~citizen~~ went on to taunt me about this on the Facebook of a local blogger, where he also wrote that he "laughed" when he saw ~~the~~ *the* ~~citizen's~~ sign with my name on it. *the latter citizen*

Some
It appears that the defiance of some supporters of ~~some~~ *Some* members of council knows no bounds. Was ~~the~~ *the* ~~citizen~~ entitled to harass me, ~~the~~ *the* ~~citizen~~, with his sign during the council meeting ~~because~~ *because* he thought that he was free to do so, according to his interpretation of the Charter of Rights and Freedoms?

Why is it, that some members of the public, and elected officials, have a problem with demonstrating civilized and respectful behaviour toward their fellow citizens? I have witnessed a pattern of chaotic incidents at council meetings this year and it is very clear that there is a need for a written code of conduct and some certainty.

Janet Irvine
Nanaimo

again

Thunder Bay City Council Information Sheet

INFO FOR CITIZENS (LINK TO WEBSITE ON REVERSE SIDE)



Meetings of City Council

Thunder Bay City Council is the decision-making and policy forming body for the City of Thunder Bay. Council members meet as Committee of the Whole to review reports of Administration, hear deputations and engage in discussion around issues and recommendations brought forward at each meeting. As a Committee they then recommend to City Council that certain actions be taken. These recommendations are listed in the minutes of the meeting of Committee of the Whole. They may be ratified by City Council or may be discussed again if Council so chooses.

Committee of the Whole meets every Monday at 6:30 pm. Each meeting addresses a specific aspect of City operations (Operations, Community Services, Planning and Administrative Services).

City Council meets the second and fourth Monday of each month following Committee of the Whole. City Council Public Meeting is held the third Monday of the month. This meeting deals with applications to amend the Official Plan or Zoning By-Law and By-laws related to these applications.

There is a Procedural by-law that governs the procedures of these meetings and the meetings of the Advisory Committees established by City Council. This by-law can be found at

<http://www.thunderbay.ca/Assets/City+Government/City+Council/docs/By-law+No.+128+-+2012.pdf>

Citizens are able to view Committee of the Whole and Council meetings on Shaw TV (Ch.10), tbaytel tv (Ch.110) or on the City website (http://www.thunderbay.ca/City_Government/City_Council_Meetings/Watch_Council_Meetings.htm)

Can I attend a meeting?

Citizens are welcome to attend Committee of the Whole and Council meetings and sit in the Gallery. Council Chambers can accommodate approximately 40 people in the Gallery.

Please Note: City Council meetings are business meetings therefore certain rules apply:

- In general, no behaviour is permitted that interrupts the conduct of a meeting.
- Members of the Gallery are asked to refrain from applauding or booing
- No one may speak out from Gallery or use disrespectful language, gestures or offensive words.
- Please turn cell phones to silent/vibrate.
- Photos and/or recordings of any kind are not allowed unless with the permission of the Chair or City Clerk.
- Signs and T-shirts with specific slogans or offensive language are not permitted.
- As a courtesy please refrain from wearing a hat while in Council Chambers

Anyone acting contrary to these rules will be asked by the Chair to stop. If the behaviour does not stop the person shall be requested to leave the room. If the behaviour continues, the person will be escorted out.

What do I do prior to the meeting?

Confirm with the Office of the Town Clerk that you are scheduled for the correct meeting date and a time has been established for your appearance before Committee/Council. Advise the Office of the Town Clerk office of any audio visual requirements at the time of confirmation. Staff will be happy to assist if able.

Provide a copy of the presentation in advance to the Office of the Town Clerk if one has been prepared.

What do I do when I arrive at the meeting?

Arrive at least 15 minutes before your scheduled presentation time. If there are several presentations in one meeting and your scheduled time is delayed, your patience is requested. When it is your turn, the Chair will announce the item number/your name and ask you to step forward to begin your presentation.

When it is your turn to address Committee/Council members, step up to the deputation's table and be seated. Be sure to speak directly into the microphone on the table so that all Committee/Council members and the audience can hear you.

How do I address the Committee/Council members?

When addressing Committee or Council members, regardless of where the question came from you should always address your comments to the Chair. This helps maintain order in the meeting. During a Council meeting the Mayor is always the Chair and is addressed as Mister or Madam Mayor or Your Worship. During Committee meetings, various Council members other than the Mayor act as the Chair and should be addressed as Mr. Chair or Madam Chair, as appropriate.

How long may I speak?

The Town's Procedural By-law allows individuals up to ten minutes to address Committee and/or Council members unless otherwise provided by a majority vote of the members present. Questions and discussion may follow and are not part of the ten -minute allocation.

What happens after I speak?

After you have addressed the Committee or Council, the Chair of the meeting will ask Members of Council or Committee if anyone has questions for you as the delegate. Once you have answered the questions, please return to your seat. Once all of the delegations on a matter have been heard, Members of Council or Committee will debate the issue and make the decision.

What is the Code of Conduct for Delegations/Presentations?

Delegations/presentations shall not:

- speak disrespectfully of any person
- use offensive words
- speak on any subject other than the subject for which they have received approval to address Council/Committee
- disobey the decision of the Mayor/Chair or Council/Committee
- enter into cross debate with other delegates/presenters, Town staff, Council/Committee members or the Mayor/Chair

Information for the Public on Making Presentations to Council

We are pleased to provide you with some information that will help make your presentation to Council effective. Most Council meetings of the Town of Newmarket are televised while Committee of the Whole meetings are not. In addition, there is frequently an audience at our meetings. It is therefore necessary to follow certain procedures to ensure that your presentation is seen and heard by the Council Members, the television audience and the audience in the gallery. Deputations are limited to five minutes. The following are our suggestions for making an effective presentation:

Provide Information in Advance

Provide a copy of your presentation to the Town Clerk on the morning of the Wednesday prior to the Council meeting and on the Wednesday morning 12 days prior to the Committee of the Whole meeting or on the Wednesday morning immediately prior to the Council meeting so that you can be placed on the agenda and the Members are aware of your presentation topic. The Town Clerk can be contacted at (905) 895-5193 ext. # 2202 or amoore@newmarket.ca or clerks@newmarket.ca

Speak through the Chair

When addressing Council or answering a question, regardless of where the question came from, you should always address your comments to the Mayor. This helps maintain order in the meeting. The Mayor is addressed as Mayor Van Bynen, Mr. Mayor or Your Worship.

Speak into the Microphone

When addressing Council or answering a question, always use the microphone.

- If you must move from your position to use a microphone, please move to the microphone before you begin speaking.
- If you have moved back to a seat in the gallery and you are asked another question, please return to the microphone to respond.
- Do not try to address Council from a seat in the audience as people both in the Council Chambers and watching the broadcast cannot hear you.

Test your Presentation Materials before the Meeting

If you are presenting drawings, documents or a PowerPoint presentation that you wish to display using the projector, you are advised to attend the Council Chambers during the day prior to the meeting to ensure that your presentation can be properly loaded and displayed. If you need information regarding the presentation equipment in the Council Chambers contact the Clerk's staff at 905 953-5300 ext. # 2207 or # 2208.

Make sure your Presentation will be Visible

When preparing any drawing or document to project using the document camera, or digital projector, you should make sure the text or the diagram will be visible in the Council Chambers. This means that any text or diagram on sheet or overhead is large. If you want your presentation on the screen to be legible for the audience the words on the document or drawings on the sheet of paper should be legible from a distance of 8 feet away (This means using a minimum font size of 24).

Did you know...

That you can also address Council immediately prior to a regularly scheduled Council meeting? Council holds an Open Forum for a period of 15 minutes prior to their Council meetings providing an opportunity for residents to make inquiries or to comment on matters of municipal business. Deputations (up to a maximum of three) at Open Forum are also limited to five minutes.

Ask Us for Advice – we're here to help you!

If you need assistance or advice regarding making a presentation to Council, contact the Clerk's Department at (905) 895-5193 or clerks@newmarket.ca. We are here to help make your presentation successful

