

## CITIZEN INFORMATION FOR COUNCIL MEETINGS

This is the agenda to be discussed by Council at today's meeting. If you have no further use for it, it would be appreciated if you could leave it on the table where you picked it up so it can be used by another citizen.

### WHAT IS CORRECT MEETING PROTOCOL?

Please do not address Members of Council without permission, and maintain order and quiet. Please turn off sound on all phones or electronic devices.

Council may move "In Camera", (in private without the presence of the public), to discuss confidential items per Division 2 of the *Freedom of Information and Protection of Privacy Act*.

### ARE YOU MAKING A PRESENTATION TO COUNCIL?

Members of the public are invited to speak to advertised Agenda items at Council's Public Hearings. Please be aware that Council meetings are web streamed and audio/ video of the meeting is recorded. Also, from January 2011 wireless Internet connection (Wi-Fi) access will be available in the Council Chamber. You may access agendas, minutes, live web streaming and on demand video electronically either through your phone, your lap top or other electronic device.



**Please Note:** Council may vote to change the order of items listed on an Agenda. Please consult the white board outside the North doors of the Council Chamber (near the information Kiosk), for information on items held over to a future meeting date or later in today's Agenda.

At Public Hearings the Mayor will follow the format listed below:

- Introduce the first item on the agenda;
- Call upon the following to speak, in this order:

City staff (Presentation and questions of clarification); members of the public in favour; members of the public in opposition; follow up questions from Council members; and then City staff (to answer questions from Council).

- Ask for a motion on the proposed matter; and
- Proceed to the next item on the agenda.

Please notify City Clerk's staff prior to the start of the meeting if you have visual material to present (overheads, PowerPoint), or material to distribute.

When addressing Members of Council,

- Speak 8" to 12" from the voice activated microphone in a normal tone;
- Give your name for the record, and provide the correct spelling;
- Indicate if you are speaking on behalf of a client or company or for a group of citizens
- You may speak for 5 minutes; and
- Please limit your comments to the matter contained in the report and the recommendations being discussed.

### HOW CAN YOU OBTAIN REPORT ATTACHMENTS PRIOR TO NOVEMBER 2010?

Attachments referenced in a report may be obtained from the Council Records Section of the City Clerk's Office at 50¢/ page. City Clerk's Records is located on the main floor of the Municipal Building complex, adjacent to the LRT track. However, since November 2010 City Clerk's is providing all attachments with agendas (electronically or hard copy), except some limited distribution documents, and or confidential attachments.

### MEETING RECESS AND ADJOURNMENT TIMES

Council follows the schedule listed below, but may vote to change the time of scheduled recess.

75 minutes at 12:00 noon

30 minutes at 3:15 p.m.

75 minutes at 6:00 p.m.

\*Adjourn at 9:30 p.m.



\*A Council meeting may adjourn at 9:30 p.m. or Council may decide to complete the item currently being discussed, and then recess to reconvene at 1:00 p.m. the following day, or on another day specified at today's meeting.

**Assistive Listening Devices** are available at all City Council Meetings. Please ask City Clerk's staff in the meeting for assistance.