

## **Appendix “D” To By-law 2020-61 - Procedures for Delegations to Appear and Present at Regular or Special Council Meetings and/or Standing Committees**

The following procedures must be followed when making a presentation to a Council Meeting (Regular or Special) or Standing Committee:

1. For matters which are more properly within the responsibility of City Staff, the CAO/Clerk shall notify the proposed delegate that the Delegation shall not be listed on the agenda, and shall direct the proposed delegate to the appropriate City Department. The delegate shall not be listed on an agenda for Delegation until Staff has had the opportunity to address the matter.
2. Delegations shall be encouraged to appear at the appropriate Committee first rather than Council.
3. Anyone wishing to appear before Standing Committee or Council respecting an item on the agenda shall advise the CAO/Clerk by 12:00 noon on the Wednesday prior to a Regular Council or Standing Committees meeting. The request to appear shall be in writing (letter or email) and shall state in detail the nature of the matter to be presented by the spokesperson.
4. Delegations will be accepted on a “first come, first scheduled” basis.
5. The CAO/Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall advise to the requester the earliest possible date when their Delegation may be accommodated. A maximum of three (3) delegations and presenters shall be allowed to address Council per Meeting. The CAO/Clerk has the authority to refer the delegation to a Standing Committee as appropriate.
6. No Delegations shall be made to Council or Committee on matters relating to litigation or potential, including those matters which are before and under the jurisdiction of any court or administrative tribunals affecting the City unless such matter is referred to Council by the said administrative tribunal or court or, in the alternative, Council deems this matter to be sufficiently important to allow the delegate to be heard.
7. No delegate shall speak on a matter that is not within the jurisdiction of Council/Committee. The CAO/Clerk will determine if a matter is within the jurisdiction of the Committee or Council.
8. A Delegation not on the agenda shall not be heard.
9. Delegations may be comprised of any number of people (subject to the occupancy requirements of the meeting room). Regardless of the number of

people comprising the delegation, only ONE (1) person may be the spokesperson for the delegation.

10. The spokesperson addressing Council/Committee shall rise, state his/her name and address and make his/her presentation from the podium provided.
11. Delegations must provide eleven (11) written copies of their presentation and supporting documentation to the CAO/Clerk by 12:00 noon on the Wednesday prior to a regular Council or Standing Committee meeting, for distribution to members of Council, staff and media immediately prior to the commencement of the meeting. All information provided to Council will become a public record and as such available to the public and media without restriction.
12. Delegations are limited to a maximum of **Fifteen (15) minutes** for their presentation plus discussion and questions from Council/Committee. The Mayor/Chair may move to the next agenda item at the end of the **Fifteen (15) minute** time. Delegations may only speak at a meeting on the subject matter of the presentation as set out in the request to appear as a delegation. Questions directed to Staff by any delegate shall be received through the Chair.
13. Council/Committee will not make decisions on the issue being raised by the delegation at the Council/Committee meeting. Presentations requiring Council/Committee action or motions will be forwarded to the next regular meeting or a Standing Committee or Local Board/Committee for a decision.
14. All members of delegations and observers will be expected to respect the decorum of Council by removing hats while in chambers, refraining from speaking during the meeting, and not entering into individual debates with specific Council members. No delegate shall speak disrespectfully of any person, use offensive words or unparliamentary language, or disobey the rules of procedure or a decision of the Chair or Council. The use of display signs and/or placards, applause and/or heckling will considered disruptive and the individual(s) will be ordered to leave the meeting.
15. Delegations who have previously appeared on the same subject matter, shall be limited to providing **new information only** in their subsequent appearances.
16. Delegations requesting to appear at a meeting may be declined if they have failed to follow established by-laws, policy, procedure or protocol, or as prescribed in an applicable governing statute or regulation.
17. Delegations are not permitted to address Council on a policy matter upon which Council has already made a decision within the last 12 months, if it is in regard to a policy matter, or unless Council has decided to reconsider the matter.
18. Delegations are bound by the Rules of Procedures as outlined in Procedural By-law 2020-61 and any subsequent revisions.