

## Appendix "C" To By-Law 2016-44

### Procedures for Delegations of Individual Ratepayers to Be Heard At Regular or Special Council Meetings and/or Standing Committees

The following procedures must be followed when making a presentation to Council or Standing Committees.

1. Anyone wishing to appear before Standing Committee or Council shall advise the CAO/Clerk by 4:00 p.m. on the Friday prior to a Regular Council or Standing Committees meeting. The request to appear shall be ideally in writing (letter or email) and shall state the nature of the matter to be presented.
2. Delegations shall be encouraged to raise any concern they may have with staff or appear at the appropriate Committee first rather than Council.
3. 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.
4. 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.
5. 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.
6. A Delegation not on the agenda shall not be heard.
7. Delegations are limited to a maximum of **Fifteen (15) minutes** for their presentation plus discussion and questions from Council/Committee.
8. 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.

9. Delegations who have previously appeared on the same subject matter, shall be limited to providing **new information only** in their subsequent appearances.