

# Excerpts from Council Rules of Procedure By-law 36-2016, as amended

## 4. Meetings

### 4.4 Regular Council meetings

#### c) Electronic Participation

iv. Public delegations shall be permitted to participate electronically in meetings being held electronically, by a means made available by the municipality. All other rules pertaining to delegations in Section 9 of this by-law, shall be adhered to.

## 9. Delegations

### 9.1 Request to appear

- a) Anyone wishing to appear as a delegation before Council submits a request to the Clerk by 12:00 noon on the Friday prior to the meeting, clearly stating the subject matter.
- b) Council may permit an urgent delegation at the time of the meeting when Council deems it appropriate.
- c) Anyone wishing to appear electronically as a delegation before Council at an in-person meeting, may request the Clerk to permit an electronic delegation in a manner made available by the municipality, if they are ill, have a disability which makes it difficult to attend in person, need to care for a sick family member, or due to inclement weather. The Clerk shall be notified at the time that the delegation request is made, or, given at least 48 hours notice of the need to attend electronically and the reason. In the event a shorter notice is needed due to an unexpected situation, it will be in the Clerk's discretion whether the late calling of an electronic meeting is warranted and if time permits to arrange the electronic meeting and give notice to all participants.

### 9.2 Time limit

- a) Delegations are limited to ten (10) minutes unless extended by a majority vote of the Members of Council present.
- b) Where there are more than five (5) delegations on the same subject each delegation is limited to five (5) minutes.

### 9.3 Decorum observed

No delegation shall:

- a) speak to a matter other than the subject matter identified in their request;
- b) speak disrespectfully or use offensive language;
- c) disobey a decision of the Chair;
- d) enter into cross debate with Members of Council, other delegations or staff;
- e) use the presentation to advertise, publicize or promote any business or commercial enterprise or event.

### 9.4 Curtailing delegation

The Mayor may curtail any delegation for disorder or any other breach of these rules and the delegation shall immediately withdraw.

### **9.5 Copy of presentation**

A delegation is requested to provide a copy of their presentation to the Clerk for record-keeping purposes.

### **9.6 Limited to new information**

A delegation who has previously appeared on the same subject matter is limited to providing only new information in any subsequent appearance(s).

### **9.7 Multiple delegations on same subject matter**

An organization or group of individuals wishing to address Council on the same subject matter will select one person to address Council.

### **9.8 Jurisdiction of municipality**

Council may refuse to hear a delegation when the subject matter is beyond the jurisdiction of the municipality.

### **9.9 Operational issues**

Depending on the situation in question, a person wishing to register as a delegation regarding an operational or administrative matter will be directed to the CAO or appropriate Director first to discuss the issue.

### **9.10 Matters subject to a statutory public meeting**

A delegation is not permitted on any matter that is the subject of a future statutory public meeting or of a statutory public meeting which has been closed.