

## **PROPOSED PROCEDURAL BY-LAW AMENDMENTS**

### **Delegations and Presentations**

#### **1. Written Notice for a Presentation or Delegation**

Written notice for a presentation or a delegation shall include the person's complete name, address, telephone number, reasons for the delegation including the specific nature of their presentation, and if applicable the name, address, and telephone number of any person, corporations or organizations which he or she is representing.

##### **a. Request to Present or Delegate to Items on an Agenda**

Persons desiring to address Council/Committee for the purpose of making a presentation with respect to items for Council/Committee consideration that fall under its respective mandate, shall be heard at the meeting, with those delegations having submitted their request in writing to the Clerk by 9 a.m. on the Thursday the week preceding the meeting of Council/Committee, being heard first, in the order in which such requests are received by the Clerk.

##### **b. Request to Present or Delegate to Items Not Already on an Agenda**

Presentation/Delegation requests to appear before Committee/Council on matters not already on an agenda, must be submitted to the Clerk no later than 14 days preceding the date and time of the meeting.

##### **c. Presenting/Delegating to Committee/Council**

It is Council's preference that all presentations and delegations be made to the appropriate standing committee. Delegations appearing before a Committee may only appear as a delegation at Council on the same matter to present new information.

##### **d. Limit to the Number of Presentations and Delegations**

Presentations and delegations will combined be limited to a maximum of three (3) allowed for regular or special meetings of Regional Council. Spaces will be filled on the agenda in the order in which they are received by the Office of the Regional Clerk.

##### **i. After the Limit has been Reached**

Any presentation or delegation requests received after the limit has been reached, may be referred to a future meeting, or recommended to submit written material in accordance with section 13.2 of this By-law.

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### 2. **Submission of Written Material for Committee/Council – Deadline**

Where possible, written material to be distributed to Council shall be submitted to the Clerk by [time and date] preceding the meeting of Council and the notice shall specify clearly the business to be presented, who the spokesperson(s) shall be and the date at which the delegation wishes to be heard.

### 3. **Presentations and/or Delegations – Purpose**

Presentations and/or Delegations shall not be permitted to appear before Committee or Council for the sole purpose of generating publicity for an event, or to promote a business.

### 4. **Presentations**

#### a. **Time Limit**

Presentations shall be limited to a maximum of ten (10) minutes.

#### b. **Question Period**

Members shall be permitted a question period for each presentation of five (5) Minutes during Council and during Committee.

### 5. **Delegations**

#### a. **Time Limit**

Delegates shall be limited to a maximum of ten (10) minutes during Committee, and a maximum of five (5) minutes during Council.

#### b. **Question Period**

Members shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons. Members shall be permitted a question period for each delegation of five (5) minutes during Council, and ten (10) minutes during Committee.

#### c. **Restrictions**

##### i. **Labour Relations Matters**

Delegations concerning labour relations, union negotiations and/or any employee relations matters shall not be permitted to appear before Committee or Council. All signed submissions received by the Clerk concerning these matters shall be referred to the Chief Administrative Officer.

##### ii. **Planning Matters**

Delegations concerning planning matters that were considered at a public meeting pursuant to the provisions of the *Planning Act* shall not be permitted to appear before Council.

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### **iii. Conduct of Delegates**

No persons addressing Council or Committee as a delegation shall:

1. Speak disrespectfully of any person
2. Use offensive words
3. Engage in improper conduct
4. Speak on any subject other than the subject for which they have received approval to address Council or Committee
5. Disobey the rules of procedure or a decision of the presiding officer or of Council or Committee
6. Speakers will be requested to not repeat anything stated by previous speakers and provide only new information.

### **Items of Other Business**

Currently the Procedural By-law is silent with respect to Other Business. The practice of the previous term of Council was to limit this to announcements only. This section could be renamed Other Business/Announcements in keeping with how it is typically being utilized.

Committee could consider allowing members to bring up items of other business with some specific provisions put in place. For example, other business could be limited to emergent matters only given that most matters can be raised at Standing Committee.

There is no consistency in how other municipalities handle this item. Some have provisions that any submissions under this section are to be submitted to the Clerk in writing.