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**MEMORANDUM**

**CL-C 182-2021**

**Subject: Procedural By-law Review Committee Minutes and Notice of  
Procedural By-law Amendment**

**Date: December 16, 2021**

**To: Regional Council**

**From: Ann-Marie Norio, Regional Clerk**

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At its meeting held on November 15, 2021, the Procedural By-law Review Committee reviewed proposed procedural by-law amendments respecting section 13 of the By-law, concerning Presentations and Delegations. Minutes PBLRC 1-2021, are appended to this memorandum for adoption.

Staff will proceed with bringing forward amendments to the Procedural By-law including definitions for presentations and delegations as well as changes to the time limits for delegations to a maximum of ten (10) minutes at Committee and a maximum of five (5) minutes at Regional Council.

This memorandum provides notice that Procedural By-law amendments to update Section 1 – General, and Section 13 – Presentations and Delegations, will be brought to the Regional Council meeting being held on January 20, 2021, for Council's consideration.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk