
MEMORANDUM

PBLRC-C 4-2023

Subject: Options to Consider - Speaking Length and Delegations

Date: June 26, 2023

To: Procedural By-law Review Committee

From: Ann-Marie Norio, Regional Clerk

As identified in the Committee's 2023 Work Plan, two areas identified for review and approved as high priority were delegations and length of speaking time. Staff have undertaken a review of other procedural by-laws to provide Committee with information on how those municipalities' rules of procedure reflect these items. A comparison chart is attached to this memorandum.

Committee may recall that a number of proposed amendments to the Procedural By-law respecting delegations were presented to the Committee and subsequently to Council in 2022. Staff remain of the view that some of these proposed amendments remain relevant and would provide greater clarity for both Council members and potential delegates with respect to submission of documents, speaking length and decorum.

In addition to considering the themes outlined in the comparison chart, Committee may also wish to consider the following items:

1. Definition of Delegation:

“Delegation”: means information provided to a Committee or Council in person, or by electronic means, by an individual or group, on an issue already on an agenda of Committee or Council, or which is within the jurisdiction and mandate of Committee or Council to take action on.

2. Inclusion of language regarding delegations that would not be permitted:

A request to appear before Council or Committee shall not be permitted regarding any of the following:

(a) a matter that is under litigation between the Delegate or a client of the Delegate and the Region, including matters before administrative tribunals;

(b) a matter that is under investigation by either the Ombudsman, Integrity Commissioner or pursuant to the Region's Whistleblower Policy;

(c) appeals by vendors or service providers who were not the successful proponents for awards of contract by the Region;

(d) during a Committee or Council Education Session, Training or Workshop;

(e) for the sole purpose of generating publicity for an event or to promote a business;

(f) delegations which are in substance an allegation of a violation of the Code of Conduct or the Municipal Conflict of Interest Act by a member of Council or any member of a local board will not be placed on a Committee or Council agenda and the delegate will be advised of the informal and formal mechanisms for bringing such allegations to the attention of the Integrity Commissioner.

Delegations regarding items not already on an agenda are requested to contact Regional staff to determine whether or not the matter may be appropriate for inclusion on a future agenda or if the matter can be resolved without an appearance before Committee or Council.

3. The Committee may also wish to consider provisions regarding questions to delegates by Members. Two examples are as follows:

Members of Council may only ask questions of clarification of a delegation for a maximum of five (5) minutes and shall hold all statements and debate until an item has been duly moved and seconded.

After a delegation has completed its presentation, members shall each have one opportunity to ask questions of the delegation for clarification purposes only, and without debate. If the delegate's answer to the clarifying question requires a further clarifying question, a member shall have one further opportunity to clarify. The clarifying

question, answer and follow-up shall not exceed five (5) minutes. The Presiding Officer may cut off the clarifying questions and answers at or after five (5) minutes. When all members who have indicated a desire to ask clarifying questions have finished, the persons appearing as a delegation shall withdraw from the place designated.

The provided information is before Committee to review and consider with regard to potential amendments in these areas to the Procedural By-law.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

Item	Niagara Region (2010)	Durham Region (2018)	City of Vaughan (2011)	Peel Region (2022)	York Region (2018)	City of Hamilton (2021)	Region of Halton (2019)
Speaking Length/Number of Times	10 minutes, can only speak once to a matter at Council unless 2/3 vote, Comm - no limit on number of speaking times or amount of time	5 minutes in Council – no more than once to speak, without leave of Council Unlimited number of times to speak for Committee and COTW, as long as every other member who wishes to speak has spoken	Only once, unless to explain until all on speakers list have spoken, 5 min limit, with leave of members 5 minute extension	Council: Can only speak twice, not longer than 5 mins each time without Council permission. No limit in Committee on # of times to speak or time limit	Shall not speak for longer than five (5) minutes on a question without Council's permission. No member shall speak more than once to the same question without permission, except that a reply shall be permitted only from a Member who has presented the main motion	5 minute limit in both Comm and Council unless without leave. Can only speak more than once as per rules Sec 5.8 (2)	Council or COTW, no more than twice, without leave of Council. Committee, no limit, but can only speak another time after other members have spoken. 10 min limit in Council and COTW, no limit in Committee

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Delegations	10 minute limit, unless otherwise determined by the Chair. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than 10 minutes in total. Only new information is to be presented by successive speakers of such delegation.	Only for matters listed on an agenda. Delegations shall be limited to speak not more than five (5) minutes, with the exception that a delegation consisting of more than five persons shall be entitled to two speakers with each limited to speak not more than five (5) minutes. A single two minute extension may be granted by a majority vote.	Deputant shall not be listed on agenda until staff have had an opportunity to address the matter, if matter is with respect to a recently considered matter, cannot be heard within the next 4 regular Comm meetings unless a reconsideration motion is passed. 5 minute time limit. Not permitted at Council unless statutory hearing.	5 min limit at Council, 10 at Comm. (able to extend at both with motion (no seconder req'd) and majority vote. If delegated at Committee not permitted at Council.	Unless otherwise permitted by a majority vote, deputants shall be limited to 5 minutes at both Council and Comm. If there is a group of people wishing to address Council or Comm. to a particular position on a particular issue, the Council or Comm. can have group represented by one person or change the amount of time given. If delegated at Committee not permitted at Council.	Not permitted at Council. 5 minute time limit at Committee	10 min limit at Committee, 5 minute limit at Council. The time spent receiving and answering questions from Members shall not be deducted from the speaking time provided to Staff Presenters or to Delegates. Speaking times for Delegates and Staff Presenters may be extended or limited if the Chair obtains the approval of the Committee/Council. Delegates include consultants

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Delegations – Material Submission	Shall include the person’s name, address; telephone number and a detailed brief of their presentation outlining the request/direction the presenter is seeking from the Standing Committee or Council and if applicable, the name, address and telephone number of any person(s) or organization which he or she represents.	Electronic presentations submitted 24 hrs prior to meeting. At Committee must provide written submission, if available, prior to commencement of meeting. For Council must provide copy of presentation or outline of delegation 24 hrs prior to meeting. If do not submit, 2/3 majority vote required to be heard by Council.	For Committee – if speaking to an item on the agenda, no requirement to register in advance. If item not on agenda must submit detailed written request (no further explanation provided)	Written notice from 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 the delegation represents.	Notice shall contain the name, mailing address and telephone number at which the individual or the organization or group may be contacted during normal business hours and shall contain an outline of the nature of the deputation to be made.	Shall include the person’s name, reason(s) for the delegation, and if applicable the name, address and telephone number of any person, corporations or organizations which they represent.	Must include the Delegate’s full name; (mailing address and, if applicable, e-mail address; telephone number; an outline of the nature of the Delegation; if applicable, the name, address and telephone number of any person, group or organization that the Delegate is representing; and the specific action being requested of Committee/Council.

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Delegations - Decorum	Silent	Silent	Silent	<p>No persons addressing Council or committee as a delegation shall:</p> <p>Speak disrespectfully of any person; use offensive words or unparliamentary language; engage in improper conduct; speak on any subject other than the subject for which they have received approval to address Council or committee; or disobey the Rules of Procedure or a decision of the Presiding Officer or of Council or committee.</p>	<p>No deputant shall:</p> <p>a) speak disrespectfully of any person; b) use offensive words or unparliamentary language; c) speak on any subject other than the subject for which he or she has received approval to address Council or Committee; or d) disobey the rules of procedure or a decision of the Chair or Council.</p>	Silent	<p>No Delegate shall:</p> <p>(a) speak disrespectfully of any person; (b) use offensive words; (c) speak on any subject other than the subject for which they have received approval to address the Committee or Council; or (d) disobey the rules of procedure or a decision of the Committee/ Regional Chair or a decision of the Committee/Council.</p>