
MEMORANDUM

PBLRC-C 5-2023

Subject: Proposed Procedural By-law Amendments

Date: July 17, 2023

To: Procedural By-law Review Committee

From: Ann-Marie Norio, Regional Clerk

At its meeting held on June 26, 2023, the Procedural By-law Review Committee provided direction to staff to draft language for possible amendments to the Procedural By-law based on some of the items outlined in PBLRC-C 4-2023, such as:

- Delegation decorum (similar to York Region's Procedural By-law);
- Reducing the delegation speaking time limit at Regional Council meetings for delegates who have already presented at a Standing Committee from 10 minutes to 5 minutes;
- Questions to delegates from Regional Councillors not exceed 5 minutes at both Standing Committee and Council;
- Limiting organizations/groups appearing as a delegation to have only one speaker instead of two; and
- Submission of material by delegates (similar to Durham Region's Procedural By-law).

In addition to the above items, some of the items identified as part of the work plan have also been included in the attached table for consideration by the Committee.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

Proposed Procedural By-law Amendments

	Topic	Current Language	Proposed Language
1.	Definitions	NEW	“Delegation”: means information provided to a Committee or Council in person, or over video conference, 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.	Delegation Decorum	NEW	No deputant shall: 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. May also wish to consider: Delegates will accept any decision of the Chair/Co-Chair or Regional Chair and not enter into cross debate with members, other delegations, or staff.
3.	Questions to Delegates	NEW (By-law doesn't specify situations of speaking length (speaking length is ten minutes))	a) Questions of clarification to delegates from Regional Councillors shall not exceed 5 minutes at both Standing Committee and Council. OR b) Members of Council may only ask questions of clarification of delegations for a maximum of 5 minutes and shall hold all statements and debate until a motion has been duly moved and seconded.

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4.	Delegates appearing at Council after appearing at Standing Committee	<p>NEW</p> <p>(Delegations and presentations shall be limited to a presentation of not more than ten (10) minutes, unless otherwise determined by the Committee Chair/Co-Chair or Regional Chair)</p>	<p>a) Delegates requesting to appear at Council who have already presented at a Standing Committee on the same matter shall be limited to speak not more than 5 minutes unless otherwise determined by Council.</p> <p>OR</p> <p>b) Delegates requesting to appear at Council who have already presented at a Standing Committee on the same matter shall be limited to speak not more than 5 minutes unless otherwise determined by Council and shall only provide new information on the matter involved.</p>
5.	Group Delegations	<p>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 ten (10) minutes in total. Only new information is to be presented by successive speakers of such delegation.</p>	<p>A delegation of not more than five (5) persons, representing a group or organization, shall be limited to one (1) speaker.</p>

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6.	Submission of Material by Delegates	<p>NEW</p> <p>(requests a detailed brief of their presentation outlining the request/direction the presenter is seeking from the Standing Committee or Council but does not provide a timeline for submission)</p>	<p>At Committee - presentation materials (i.e. slide deck) must be submitted 24 hrs prior to meeting. If presentation materials are not being used, a written outline of the delegation or speaking notes must be provided prior to the commencement of meeting. At Council – must provide presentation materials or written outline of the delegation or speaking notes 24 hrs prior to meeting. If do not submit, 2/3 majority vote required to be heard by Council.</p> <p>OR</p> <p>Delegations appearing at Council or Committee must submit delegation materials (i.e. slide deck, written outline of the delegation, speaking notes) 24 hours prior to the meeting. If delegating at a Council meeting and submission is not received, a 2/3 majority vote will be required for the delegation to proceed.</p>
7.	Appointment of Acting Standing Committee Chairs (24.6(c))	<p>The principal business of the Council meeting held the week after the inaugural meeting shall consist of:</p> <p>c) Appointment of Acting Chair(s) until appointment of Chairs and Co-Chairs of Standing Committees as Acting Chairs.</p>	<p>Delete provision.</p>
8.	Committee of the Whole Curfew	<p>NEW</p>	<p>The curfew for each Committee of the Whole meeting is 10:30 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 11:00 p.m. at the latest, by an affirmative vote of the majority of Members present.</p>