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DELEGATION AND CORRESPONDENCE POLICIES

FROM BY-LAW NO. 2015-25, BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS AND THE CONDUCT OF MEMBERS OF COUNCIL AND THE COMMITTEES THEREOF.

13. DELEGATIONS

- 13.1 A person desiring to appear as a Delegation to present information on any matter to Council, or to make a request of Council, shall submit a written request to the Clerk's Office by 12:00 noon on the Thursday of the week preceding the meeting at which the Delegation wishes to appear.
- 13.2 Notwithstanding a request to appear as a Delegation at a Meeting of Council, Delegations shall be directed by the Clerk to the next available meeting of the appropriate Committee of Council except:
- a) where the Delegation wishes to address Council with respect to a matter which will be before Council at the same meeting; or
 - b) where the Clerk determines that the matter is of such an urgent nature that there is insufficient time to direct the Delegation to the appropriate Committee; or
 - a) where the Clerk, in consultation with the Mayor, determines that the delegation request is from a local community group or organization wishing to make a presentation to Council and to not otherwise may any request of Council and where placement of the delegation on a Council agenda will enhance, and not negatively impact upon, the conduct of municipal business.
- 13.3 Notwithstanding Section 13.1, a person desiring to appear as a Delegation to present information to Council or a Committee of Council, or to make a request of Council or a Committee of Council, regarding a staff report listed on a published agenda shall submit a written request to the Clerk's Office by 12:00 noon on the Monday following the publication of the agenda for an opportunity to appear as a Delegation at the meeting where the report will be considered.
- 13.4 The Clerk or recording secretary shall prepare an addendum to a published agenda to advise Council or a Committee of Council of the names of persons requesting to appear as delegations relating to staff reports listed on the published agenda. Such addendum shall be presented by the Clerk or recording secretary to the Council or the Committee of Council at the scheduled meeting and shall be taken up following any delegations already listed on the published agenda.
- 13.5 Delegations shall be listed in the agenda or the addendum to an agenda in the order in which the requests were received by the Clerk.
- 13.6 A request to appear as a Delegation shall include the person's name, address and telephone number, reasons for the delegation and if applicable, the name, address and telephone number of any persons, corporations or organizations which he or she represents. The request shall also include any presentation materials or other submissions intended to be presented to Council or the Committee of Council.

- 13.7 A Delegation shall be granted a maximum of ten (10) minutes, exclusive of the time required to answer questions from Council or Committee, to address Council or Committee.
- 13.8 Members shall not engage in any debate with a Delegation. Members may ask questions for clarification and obtaining additional relevant information after the Delegation has completed their formal address.
- 13.9 No Delegation 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 they have received approval to address Council or Committee;
 - d) disobey the rules of procedure or a decision of the Chair.
- 13.10 Except as may be required by law, any person appearing as a delegation before Council or a Committee of Council who has previously appeared before the same Council or Committee of Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.
- 13.11 Unscheduled Delegations will be permitted from the floor without prior notice only during a scheduled Public Hearing held in accordance with:
- a) the requirements of the Planning Act;
 - b) the requirements of other legislation; or
 - c) a resolution of Council establishing a Public Hearing for a specific purpose and listed on an Agenda
- 13.12 The Clerk shall advise persons and groups wishing to appear before Council of the policy regarding Delegations established by this By-law.
14. CORRESPONDENCE
- 14.1 Every Communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any offensive words or unparliamentary language, and shall be signed and dated by at least one person, filed with the Clerk, and shall include an address and telephone number where return correspondence or contact is to be directed.
- 14.2 Every communication submitted to the Clerk by 12:00 noon on the Thursday of the week preceding a meeting of Council or a Committee thereof and not requiring a staff report or research shall be directed to the agenda of the next available Meeting in accordance with Section 13.3 of this By-law.
- 14.3 Communications shall be directed by the Clerk to the next available meeting of the appropriate Committee of Council except:
- a) where the communication is with respect to a matter which will be before Council at the same meeting and the communication was received by the Office of the Clerk in sufficient time so as to be included on the agenda; or
 - b) where the Clerk determines that the matter of such an urgent nature that there is insufficient time to direct the communication to the appropriate Committee.
- 14.4 Every Communication, written or otherwise, requesting Council to declare, recognize or proclaim a holiday, special event or otherwise shall be directed by the Clerk to the next available meeting of the appropriate Committee of Council where such Communication may be received as information but shall not, in any case, be supported, declared, recognized or proclaimed.
- 14.5 Every Communication, written or otherwise, addressed to Council, and included on an agenda and considered in Open Session by Council or a Committee thereof shall be deemed to be a Communication in the public domain.