



Policy Title <b>Process for Delegation Addressing Council</b>	Date: <b>March 23, 2018</b>	Resolution No. <b>1594/18</b>
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A person or delegation wishing to make formal representation directly to Council at a Regular Council Meeting shall advise the CAO no less than 10 days prior to the regularly scheduled Council meeting. Council meetings are scheduled the last Friday of the month unless changed due to conflicts.

The written request shall include the contact information of the person wishing to appear before Council along with a brief explanation of the subject to be addressed and the specific request to be made to Council.

#### 1.0 Process

- a) Any delegation wishing to submit written material to Council must provide an original copy of the material to the CAO 10 days prior to the regularly scheduled Council meeting to allow for proper inclusion in the agenda package. This is material such as, background information that is to be presented to Council to review prior to the meeting. All presentation material is to be provided with the written request.
- b) Any communication intended for Council or a Committee will be forwarded to the CAO in writing and must:
  - I. Be legible and coherent;
  - II. Name the individual authorized to speak;
  - III. Indicate the proposed bylaw, resolution or request to be spoken to;
  - IV. Be signed by the person giving the authorization;
  - V. Be able to identify the writer and the writer's contact information;
  - VI. Not be libelous, impertinent or improper.
- c) After receiving the request to speak on any item, the CAO will place the request on the agenda.
- d) Council may:
  - I. Refer to the matter to a Committee for a hearing;
  - II. Hear from the person making a direct request to be heard by Council; or
  - III. Refuse to hear from the person making a direct request to be heard by Council.

#### 2.0 The following procedures will apply to Delegation before Council or a Committee:

- a) Cell phones are to be placed in the "silent mode" during a Meeting.

- b) No recording of the hearing procedures will be permitted by, but not limited to, cell phones, tablets, tape recorders, etc.
- c) No person shall be permitted to wear a hat during the hearing procedures including but not limited to, Council, Committee members, Staff, delegates or public in attendance.
- d) The Chair will introduce the Delegations:
- The Delegation shall present from the delegation table;
  - State their name and address
  - Indicate if they are speaking on their own behalf, a client, a company, a group of citizens, a club or organization
- e) After a Delegation has spoken members of Council will ask only questions of clarification that are relevant to the subject of the delegate's session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- f) Each person or Delegation appearing before Council shall be limited to a maximum of ten minutes of presentation time unless the Chair, at their discretion, agrees to extend the time. Any Councillor may ask the CAO relevant questions after the Delegation has spoken.
- g) Once all Delegations have presented to Council, the meeting will proceed.