

**DELEGATIONS: Excerpt from “The Procedural By-Law”**

29. a) Persons desiring to present information on matters of fact or to make a request of Council shall give written notice to the Clerk by noon of the Thursday preceding the Regular Meeting. The request shall include the topic and purpose of the deputation and the Clerk is empowered to refer requests to the appropriate Committees of Council as are deemed necessary.
- b) The Clerk may decline a delegation if:
- i) The delegation has addressed Council or the Committee on the same matter within the previous twelve (12) months, and shall instead request a written submission that will be distributed.
  - ii) Notwithstanding i) Council or Committee may, by motion authorize a further presentation by the same delegation on the same matter after having reviewed any written submissions.
- c) Persons appearing as a delegation shall provide a copy of their presentation or written brief for inclusion in the Agenda package.
- d) Delegations will be granted up to ten (10) minutes for their presentation, inclusive of questions for clarification. Any extension of this time limit will be granted only by the permission of the Chairperson.
- e) A delegation may designate not more than two (2) persons as speakers and no other members of the delegation will address Council or the Committee Members unless otherwise permitted by the Chairperson.
- f) Presentations shall be free of statements or material which are contrary to the Ontario Human Rights code and other laws of Ontario and Canada and delegates will be informed that normal courteous behaviour and decorum are expected in addressing Council or Committee, and that all comments must be addressed to the Chairperson.
- g) Persons making presentations shall not:
- i) Speak disrespectfully of any person;
  - ii) Use offensive words;
  - iii) Speak on any subject other than the subject for which they have received approval to address;
  - iv) Disobey a decision of the Mayor or Council;
  - v) Enter into cross debate with other delegates, administration, Members of Council or the Mayor.
- h) Submissions made to Council or Committee, at the discretion of the Chairperson, may be:
- i) Received for information;
  - ii) Referred to the appropriate Committee or staff for review, report and/or recommendation.