

Section:	Administration	01
Subsection:	Council Committees	540
Title:	Committee of the Whole Delegations Policy	20

POLICY

To provide guidelines for delegations for Committee of the Whole Meetings.

REASON FOR POLICY

"Council Procedure Bylaw 2018 No. 7272" permits Council to adopt accompanying policies to complement the bylaw. This policy applies where applicable legislation is silent.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

- 1. Delegations requesting permission to appear before the Committee of the Whole shall submit a written request to address the members of the Committee of the Whole, including a written brief outlining their intended presentation.
- 2. Any requests to appear before the Committee of the Whole shall be received, in writing, by the Legislative Services Department, prior to 11:00 a.m.:
 - a. Friday, 10 days prior to the meeting for items unrelated to a report on the Committee of the Whole agenda; or,
 - b. 11:00 am the morning of the meeting for items related to a report on the Committee of the Whole agenda.
- 3. If a delegation request is unrelated to a report to Council, and meets the parameters above, it will be placed under the "Delegations" section of the Committee of the Whole agenda.
- 4. If a delegation request is related to a report to Council, and meets the parameters set out above, the delegation will be heard prior to Committee of the Whole discussion regarding that item.
- 5. Electronic presentations must be provided to the Legislative Services Department by 11:00 am the morning of the meeting.
- 6. Handouts to be distributed at the meeting must be provided to the Legislative Services department by 11:00 am the morning of the meeting.

- 7. Submissions of presentations or handouts received by the Legislative Services Department after 11:00 am the morning of the meeting, are not permitted to be shown at the meeting.
- 8. If the Corporate Officer determines that any requests contain copyrighted material, are offensive, crude or otherwise deemed inappropriate, the Corporate officer will refuse to permit the delegation to speak at the meeting.
- 9. If a Delegation request is received, but not within the timelines pursuant to section 2 the Corporate Officer will not place a Delegation on the agenda.

For ease of understanding, applicable excerpts from section 19 of "Council Procedure Bylaw 2018 No. 7272" are provided below:

- 19.4 The Corporate Officer will screen Delegation requests and may do any of the following:
 - schedule a Delegation to a later Council meeting, Committee or Commission meeting as deemed appropriate according to the subject matter of the written request;
 - (b) refuse to place a Delegation on the agenda if:
 - (i) the issue is not considered to fall within the mandate or jurisdiction of Council; or,
 - (ii) the Delegation has already spoken to Council on the same matter and no new significant information is provided; or,
 - (c) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- 19.5 If the Corporate Officer refuses to place the Delegation on the agenda pursuant to subsection 19.4(b), the Corporate Officer will distribute the information received from the Delegation under a separate cover to Council.
- 19.6 If the Delegation wishes to appeal the Corporate Officer's decision made pursuant to subsection 19.4(b), then:
 - (i) the Corporate Officer will distribute the information received from the Delegation under a separate cover to the Council; and,
 - (ii) the appeal will be considered when Council is adopting the agenda for the meeting at which the Delegation requested to appear.
- 19.7 N/A
- 19.8 A Delegation which has made an appeal may address the Council at the meeting, if a motion is passed by a unanimous vote of all Council Members present at the start of the meeting.
- 19.9 A Delegation will be:
 - (a) restricted to the subject matter contained in the written request; and,
 - (b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- 19.10 N/A
- 19.11 N/A

Committee of the Whole Delegations Policy Page 3

- 19.12 Delegations on a Committee of the Whole Agenda will be limited to 3 delegations on the same topic.
- 19.13 Delegations on a Committee of the Whole Agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- 19.14 N/A
- 19.15 Council will not permit a Delegation to address Council regarding the following:
 - (a) a bylaw in which a public or statutory hearing has already been held;
 - (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered;
 - (c) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff;
 - (d) a hearing pertaining to an application, permit or license which has not yet been considered by Council; or,
 - (e) other Delegation's requests.

Legislative Services Department:

- 1. receive delegation request;
- 2. determine if request was received within deadlines in section 2 above;
- 3. determine which meeting type request is best suited
- 4. notify requestor of receipt of request and advise of meeting to attend and meeting details if applicable.

Date: 1. Amendment Date:

201X-XXX-XX	Approved by:
	Approved by:

Council