

Memo



TO: Chair, Strategic Planning Committee

FROM: Chief Administrative Officer

DATE: April 9, 2021

SUBJECT: Delegations

Council may want to review the how much time a delegation is permitted in its presentation to council. This complication when more than one member of a delegation is permitted to address council or a committee.

Council and committees have allowed delegations to ramble on without regard to the 10-minute restriction established for them or following the process laid out in the Procedure Bylaw No. 1006-2018 to extend the time limit.

An excerpt from the bylaw relating to delegations is attached for your review and possible amendment.

A handwritten signature in blue ink, appearing to read "Joseph A. Fernandez", written over a horizontal line.

Joseph A. Fernandez

- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;

19. Delegations

- 19.1 Notwithstanding section 15(2), the Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 12.00 p.m. on the day of the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- 19.2 Where written application has not been received by the Corporate Officer as prescribed in section 19(1) has not received application, an individual or delegation may address the meeting if approval by the unanimous vote of the members present is given.
- 19.3 Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 19.4 The Corporate Officer may schedule delegations to another Council meeting or

advisory body as deemed appropriate according to the subject matter of the delegation.
- 19.5 The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- 19.6 No more than two (2) delegations may be heard at a Regular Meeting of Council,

20. Points of Order

- 20.1 Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- 20.2 When the presiding member is required to decide a point of order
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

