

# Memo



**TO:** Chair, Finance and Administration

**FROM:** Chief Administrative Officer

**DATE:** July 9, 2021

**SUBJECT:** Delegations

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Council has given notice it would like to see the "Verbal Comment from the Public on a Subsequent item on the Agenda" item be removed. The public have misinterpreted this item as the first opportunity to question prior agenda items or there has been little response from the public when the opportunity is presented.

An excerpt from the Procedure Bylaw No. 1006-2018 relating to the required amendments is attached with the portions highlighted in red signifying their deletion and an addition also being identified.

If council approves the changes, the amended bylaw will be available for the next regular meeting.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

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Joseph A. Fernandez

## 16. Order of Proceedings and Business

*and Committee*

16.1 The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

- (a) Call to Order;
- (b) Introduction of late items;
- (c) Approval of Agenda;
- (d) Adoption of minutes;
- (e) Business Arising and Unfinished Business;
- (f) Delegations and Representations;
- (g) Verbal Comment from the Public on a Subsequent Item on the Agenda;
- (h) Correspondence (Action and Information or Consent Items);
- (i) Council and Committee Reports;
- (j) Other Reports;
- (k) Staff Reports;
- (l) Bylaws;
- (m) New Business;
- (n) Mayor's Report;
- (o) Notices of Motion;
- (p) Question Period – limited to the business conducted at the meeting;
- (q) Adjournment.

16.2 Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

16.3 The following guidelines apply to the Verbal Comment from Public on a Subsequent Agenda Item for all Council Meetings, including all Council Committee Meetings:

- Maximum time allowed is fifteen minutes;
- A speaker is limited to a maximum of 3 minutes;
- A speaker may only speak once during the Public Input Period;
- A speaker must restrict their remarks to items that are listed on the open meeting agenda (excluding bylaws and matters which are or have been the subject of a Public Hearing); and
- A speaker must avoid personal references; insinuations; or make offensive, or disrespectful remarks about another person; and offensive language is not permitted.

16.4 The following guidelines apply to the *Question Period* for all Council Meetings, including all Council Committee Meetings:

- Maximum time of Question Period is fifteen minutes at the end of the meeting;
- Each person appearing before Council is limited to one question per person until all persons have had an opportunity, then if there is remaining time, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer;

