



## **Procedural Requirements For Public Delegation**

The following regulations are established in the City's Procedure By-law No. 6634. These rules apply to all persons wishing to appear as a delegation before City Council.

### **Hearing of Delegations**

All persons wishing to present information verbally on matters of fact or to make a request of the Council must:

- (a) inform the City Clerk, in writing, on a prescribed form, of their request to appear as a delegation, including:
  - (i) the date of the meeting at which they wish to appear;
  - (ii) the subject to be discussed and any material that is to be distributed to Council;
  - (iii) the name and current mailing address of the person or persons who will be addressing the Council; and
  - (iv) the telephone number where the representative of the delegation can be reached during normal business hours;
  
- (b) submit such request not later than noon, three working days prior to a regular meeting or a special meeting where the receiving of delegations on a specific matter appears on the agenda for the special meeting.

**Note: In order to allow Council sufficient time to review your submission, please provide as much detail as possible and attach a copy of the presentation you will be making. Presentations and/or information must be received no later than noon, three working days prior to the meeting you plan to attend. Documentation will not be handed out during the Council meeting.**

### **Improper Conduct by the Delegates**

The Presiding Officer may deny any delegation the right to be heard at a meeting of the Council if, in his or her opinion:

- (a) the delegation:
  - (i) does not speak respectfully of her Majesty the Queen, or the official representatives of her government;
  - (ii) uses offensive words in referring to any member of the Council, or to any official or employee of the municipality, or member of the public;
  - (iii) shouts, immoderately raises his or her voice, uses profane, vulgar, or offensive language;
  
- (b) the remarks of the spokesperson of the delegation are likely to:
  - (i) be scandalous, criminal or offensive to the accepted rules of address to an elected body, or
  - (ii) be on a subject which is not within the jurisdiction of the Council.

### **Limits on Time**

**All those being heard before Council as a delegation may be heard in person or through another person acting on their behalf. Each delegation is limited to 10 minutes to address Council unless otherwise directed by the Presiding Officer, therefore a delegation comprising of more than one person may be directed to appoint a group spokesperson.**