



Procedure 1.1 – Delegation to Council Procedure

Section: 1.0 Administration

Procedure: Delegation to Council Procedure

Date: January 13, 2025

Revision:

Coverage:

This document is provided to assist individuals and organizations when making a delegation request to appear before Council.

Procedure Statement:

The Municipality of Arran-Elderslie is committed to being open, accessible and transparent in dealing with members of the public and organizations and welcomes and encourages public input. A delegation is an opportunity to put forward the public's concerns and or ideas for Council's consideration.

Legislative Authority:

Procedure By-law 76-2021

Contents:

1.0 Delegation Procedure

The purpose of the delegation process is to allow residents to make their views known to the Council. The Council of the Municipality of Arran-Elderslie values and welcomes input, comments, and constructive suggestions. In accordance with the Municipality of Arran-Elderslie Procedural By-law, the rules for delegations are contained within that by-law. They are summarized below, to assist the public in preparing for a delegation.

2.0 Procedure

Council welcomes public input, and establishes the following rules to ensure an equal opportunity for the public to participate in Council meetings:

- i. Any person desiring to present information on matters of fact or to make a

request of Council shall give notice and disclose the subject matter to the Clerk fourteen (14) days prior to the Council meeting at which such person desires to be heard. No delegation is permitted to discuss the same matter with Council or committee/boards **more than twice** in a calendar year.

- ii. No more than three (3) delegations shall be permitted at any one meeting, and no delegations shall be permitted after the agenda is set, unless it is of a time sensitive nature and is authorized by the Mayor or Chair.
- iii. Any person who is scheduled to appear as a delegation before Council is required to submit to the Clerk, a written and/or electronic request to appear as a delegation, noting the subject matter, not later than 12 p.m. (noon) at least twelve (12) days preceding the Council meeting. All materials to be presented to Council must be included with the original request.
- iv. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits shall be at the discretion of Council. The Mayor or Chair shall notify the delegate when the time has elapsed.
- v. Only one individual is permitted to make a delegation on an issue. If an organization or group wishes to depute, the name of the individual who will be speaking on their behalf must be specified.
- vi. No handouts or materials, such as brochures or promotional items, will be permitted the day of the presentation to Council. Such documentation needs to be included in the official corporate agenda records and are published on the Municipal website.
- vii. All delegates shall address the Chair and shall state their name and who they represent.
- viii. Delegates shall address Council by prefacing their surname with Mayor or Councillor, for example, Mayor Smith, Councillor Smith etc.

2.0 Delegation Curtailment

- i. The Chair may curtail any delegation, any questions of a delegate or debate during a delegation for disorder or any other breach of this By-law, and if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.

3.0 Refusal of a Delegation

- i. Council may refuse to hear delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the municipality or the presentation is abusive or includes profanity or threats, including threats of litigation. A person involved in a matter of litigation or potential litigation with an individual member of Council or Committee of the Whole, the municipality as a body, or any municipal staff member, shall not be permitted to address Council on any topic that relates to the litigation or potential litigation.

The Rules of Conduct will apply to all delegations. Abuse of the speaking privilege or disrespect for decorum may result in Council suspending further speaking opportunities of the delegate.

4.0 Electronic Delegations

- i. Delegations may appear before Council in-person or virtually. Any questions related to presentation technology and/or equipment, should be addressed to the Clerk's Department at least four (4) days prior to the presentation to Council. This also relates to TEAMS links requests to upcoming Council meetings.

5.0 Conduct of the Audience at a Council Meeting

Members of the public who constitute the audience at a meeting shall refrain from any activity or behavior that would affect Council deliberations and shall not:

- 5.1 Address Council or committee/board without permission;
- 5.2 Bring signage, placards or banners into meetings; or
- 5.3 Interfere with the conduct of the Council or committee/board meeting in any way.
- 5.4 Speak disrespectfully of any member of Federal or Provincial parliaments, Council or any official or employee of Arran-Elderslie;
- 5.5 Use offensive words or un-parliamentary language;
- 5.6 Disobey the rules of Council or a decision of the Chair or of Council

on questions of order or practice or upon the interpretation of the rules of Council.

- 5.7 Enter into cross debate with the Presiding Officer, members of Council, other delegations or staff;
- 5.8 Appear before Council for the sole purpose of generating publicity or personal attacks.
- 5.9 Electronic devices are permitted in Council chambers during open sessions of a meeting only, provided that they are turned to silent or vibrate during the meeting and are not used to record any aspect of the Council or committee/board meeting, **unless the Clerk has given consent prior to the meeting.** Should the recording interfere with the proceedings of the Council or committee/board meeting, the recording privileges may be withdrawn. The ruling of the Chair shall be final unless by appeal to the Council which shall decide on the question without debate.