

Town of Lakeshore

Regular Council and Planning Meetings

Excerpts from By-law 9-2007

PART 7 – DELEGATIONS AND PUBLIC PRESENTATIONS

General rules for delegations:

- 7.1 Any person(s), group(s), corporation(s) or organization(s), not being a member of the Council or Committee concerned, or an appointed official of the Town of Lakeshore, wishing to address Council or Committee, may be heard by leave of Council or Committee, provided they advise the Clerk of the particulars of the matter to which the delegation wishes to address Council or Committee and follow the prescribed rules regarding Delegations. Persons speaking before Council/Committee shall address their remarks through the Chair to the stated business through the Chair. Delegations will be limited to speaking only once. Rebuttal or cross debate with other delegations shall not be permitted.
- 7.2 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation, for disorder or any other breach of this by-law and, if the Chair rules that the delegation is not in compliance with section 7.3 of this by-law, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.
- 7.3 Members of the Public shall not:
 - a) speak disrespectfully of any person and any member of Council.
 - b) use offensive words.
 - c) speak on any subject other than the subject for which they have received approval to address Committee/Council.
 - d) disobey a decision of the Chair or Committee or Council.
 - e) enter into cross debate with other delegations, administration, Council members or the Chair.
 - f) appear for the sole purpose of publicly announcing a local event.

Members of the Public shall:

- a) respect the decorum of Council
- b) refrain from public outbursts, shouting, or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council.

The Mayor or Chair may request that a member or members of the public vacate the Council Chambers if their behaviour is deemed to be disruptive to the business at hand. The Mayor or Chair may unilaterally recess the meeting until order is restored in the Council Chambers.

7.4 Upon the completion of a presentation to Committee or Council by a delegation, any discourse between members of Council and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members of Council shall not enter into debate with the delegation respecting the presentation. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

7.5 A maximum of ten minutes shall be allotted for each delegation to present his/her information. Where there are numerous delegates taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views. Any group presentation shall be limited to two spokespersons limited to a total of fifteen minutes. Delegations will be required not to repeat information presented by an earlier presenter. The ten minute time line shall be strictly enforced. The Clerk shall set the timer at the commencement of the delegation presentation. The Mayor/Chair shall, at the conclusion of the ten minutes, inform the delegate that the time limit has been exceeded and thank the delegate for the presentation. Only upon a verbal motion to extend the ten minute limit, adopted by a majority of members, shall the ten minute limit be extended.

7.6 Any person who wishes to appear before Council as a delegation shall make written request including the details of their presentation to the Clerk at least ten (10) working days preceding the Council meeting.

The Clerk's office shall provide all delegations with a copy of Section 7 of this by law prior to their appearance at Council.

- a) The Clerk shall review the presentation material and in consultation with the Chief Administrative Officer, and the Mayor determine if the subject matter and nature of the delegation's request falls within the jurisdiction of the Municipal Council. Where the matter falls outside of the scope and responsibility of the Council, the Clerk shall notify the person(s) that the presentation should be properly referred to

the most appropriate board, commission, agency or Provincial or Federal government ministry for consideration.

- b) The Clerk, in consultation with the Chief Administrative Officer and the Mayor, may refuse a delegation when there has been at least one (1) public meeting held at which the public was provided the opportunity to make formal presentations on that subject matter. However one delegation only may appear before Council with respect to a previously made Council decision within a period of twelve months following the date on which the decision was made.
- c) Once it has been concluded that the presentation/request does fall within the jurisdiction of the Council, the Clerk shall forward a copy of the written submission to the Chief Administrative Officer to determine if an administrative report should accompany the submission. The delegation shall be scheduled to appear before Council within 21 days of the receipt of the request.

7.7 Requests from delegations for support of a resolution will be referred to Council for consideration along with the submission of the delegation. Council may direct administration to take additional action on a resolution where, in the opinion of Council, the circumstances warrant a local initiative or support for said resolution.

7.8 The Chief Administrative Officer in consultation with the Mayor, is given authority to refuse delegations that are not permitted under the following circumstances:

- a) The request is not submitted within the time required in section 7.6.
- b) No written submission together with handouts or materials is provided with the request to appear.
- c) The subject matter is deemed to be beyond the jurisdiction of Council.
- d) The issue is specific to a labour/management dispute, or other matter properly held in closed session.
- e) The issue has been or is to be considered by the Committee of Adjustment and/or Drainage Board.
- f) Council has previously made a decision on the issue and one delegation has appeared before Council with respect to the previously made decision within a period of twelve months following the date on which the decision was made.

- g) Council previously indicated it will not hear further from this delegation
 - h) The issue should be referred to administration for action.
- 7.9 In the event a delegation request is refused, in accordance with section 7.8, the Chief Administrative Officer shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.
- 7.10 Delegations will be provided in the order in which they were received by administration.

Public Presentations:

- 7.11 Public presentations will be allowed by individuals who want to address Council on any matters listed on the agenda. Notwithstanding section 7.5 a maximum of four minutes shall be allocated for each public presentation.
- 7.12 a) Any person wishing to make a public presentation before Council on an item listed on the agenda shall make application to the Clerk by the Monday preceding the Council meeting, by 4:30 p.m. to be placed on the Order of Business to appear before Council at the meeting at which it will be dealing with the item of interest to the person. A written brief is encouraged and, if submitted to the Clerk by 4:30 p.m. on the Monday preceding the Council meeting, shall be copied and distributed as public presentation submissions to Council members.
- b) Any person who has not made application to the Clerk to make a public presentation before Council may be heard by leave of Council on a two thirds vote of the whole number of members voting.
- 7.13 All of the general rules to address Council as established for delegations will apply to public presentations unless otherwise noted.