



## MUNICIPALITY OF South Bruce

### Procedural By-law excerpts related to delegations:

#### 16.4 Delegations and Presentations

- a) Any person or group desiring to present a delegation to Council shall submit a request to the Clerk not later than 4:30 p.m. on the Tuesday of the week preceding the day of the Meeting and such a request shall clearly state the nature of the business to be discussed and provide a general summary of the information to be presented.
- b) Delegates addressing Council shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner.
- c) All delegations heard by Council may be referred to a Committee following their presentation. No debate shall be allowed following the presentation; however, any Council Member may direct questions through the Chair to the delegate and certain directions may be given by Council.
- d) Whenever a delegation in its presentation, offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member of Council, may be recognized by the Mayor or Chair on a "Point of Order" whereby the Member of Council so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.
- e) Delegates shall be limited to speaking no more than (10) minutes.
- f) Delegates wishing to appear before Council or a Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than (10) minutes. Upon consent of the Chair, in consideration of the general feeling of interest of Council, the (10) minute time limit for delegations may be extended. Persons requesting to appear before Council / Committee shall be advised of the time limitation in advance of their delegation.
- g) A delegation, once heard, shall not be entitled to be heard on substantially the same matter for a period of 3 months from the date of first being heard, unless new information is being provided to assist Council in its decision making. Refusal of request to appear as a delegation may be appealed to the Head of Council.
- h) Delegations which subject relates to a matter currently before the courts or administrative tribunals will not be scheduled.
- i) A maximum of three (3) delegations per regular Meeting shall be permitted, and no delegations shall be permitted during a special Meeting unless specifically approved by Council or Committee.

**Council meetings start at 6:00pm and delegations are scheduled on the agenda shortly thereafter. Each delegation will receive 10 minutes to present which includes any questions.**