

43. Delegations by Members of the Public/Delegations by Invited Guests or Members of Staff

- 43.1 Each Delegation may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Delegate(s) in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Delegation need not relate to a matter on the Agenda.
- 43.2 Delegates regarding an item appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) on the Monday prior to a Regular Council Meeting, or two (2) business days prior to an Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, and any supporting materials electronic or otherwise.
- 43.3 Delegates regarding an item **not** appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) on the Friday prior to a Regular Council Meeting or Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, any supporting materials electronic or otherwise and the requested speaking time up to a maximum of ten (10) minutes. Requested time does not guarantee actual speaking time.
- 43.4 Any material(s) that the Delegate wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services 48 hours in advance of the Meeting, including any power point or other type of presentation.
- 43.5 Notwithstanding Section 43.1 of this By-law, Delegations by Invited Guests that includes Town Consultants, Committees, Boards or Commissions, municipal partners, or Town Staff may be permitted additional time that would facilitate adequate presentation of subject material.
- 43.6 Delegations may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the Delegation was interrupted. The Delegation may be rescheduled to the next available Council

meeting agenda or Council receive the information or refer the information to Staff.

- 43.7 By two-thirds majority vote, Council or Committee may add a Delegation that missed the registration deadline noted in this By-law or extend the time allotted for a specific Delegation, provided that it relates to an item on the agenda for the current meeting.
- 43.8 The Mayor or Chairperson may curtail any Delegation for disorder or any other breach of this or any By-law. When the Mayor or Chairperson rules that the Delegation is concluded, the individual/group shall withdraw immediately.
- 43.9 Members may ask questions of the Delegate to obtain additional relevant information. Debate between Members is not permitted during the Delegation.
- 43.10 Delegates may be invited to answer further question(s) that may be raised during debate in Committee of the Whole.
- 43.11 A Delegation request is not required for any Proponent or their representative regarding any planning or development matter. The Proponent or their representative will not be identified as a Delegation on the Agenda, unless requested, however they may be permitted to respond to any questions by Council or provide relevant information during consideration of that item.
- 43.12 No Delegate shall:
- a) Speak disrespectfully of any person;
 - b) Use improper language;
 - c) Speak on any subject other than the subject for which they have received approval to address Council or a Committee;
 - d) Disobey the rules of procedure or a decision of the Mayor or Chairperson; or
 - e) Speak to Council about the following matters:
 - Involving current or pending litigation;
 - Involving insurance claims;
 - Administrative complaints that have not been reported and investigated through the Customer Service process;
 - Beyond the jurisdiction of Council; or
 - Contrary to *MFIPPA*.