

**Rhonda Cook, CMO**  
**Chief**  
**Administrative**  
**Officer**

The Corporation of the Town of South Bruce Peninsula  
P.O. Box 310, 315 George Street  
Warton, ON  
N0H 2T0

Telephone: (519) 534-1400 ext. 121  
Telephone Toll Free: 1-877-534-1400  
Fax: (519) 534-4976

e-mail: [tsbpcao@bmts.com](mailto:tsbpcao@bmts.com)

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**REPORT RE: COW January 4, 2011**  
**REPORT NO: CAO-1-2011**

**SUBJECT: DELEGATIONS TO COUNCIL/COMMITTEE OF THE WHOLE**

**RECOMMENDATION: THAT Council approves Schedule B to the procedural by-law.**

**AND THAT** the amendment to Section A15 of the by-law will be incorporated with the complete review of the by-law to take place early in the New Year.

**AND FURTHER THAT** consideration of the amendment will take place following the proper notice period.

**BACKGROUND:** Often individuals and organizations wish to speak to Council on a particular matter. They may wish to just bring information forward so Council is aware of their concerns or what their organization does. Others attend to request Council to support them in some manner.

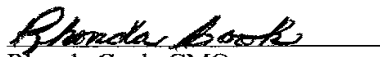
In order for Council to be streamlined and run an efficient meeting we need to know what the individual wishes to speak about. This needs to be done long enough ahead so that the information can be included in your package.

There also needs to be rules set down with regard to time limits and other areas of concern. If an individual provides the Town with the proper form they can be more effective when they attend the meeting. Council will have read the information ahead of time and be prepared for any questions you may wish to ask. By providing the excerpt from the procedural by-law with the delegation form the delegation will know exactly what time limit they have and can budget their time more effectively. They will know that Council will not normally be making a decision the same day they attend. In several instances staff will need to prepare a report following the delegation for Council to make a completely informed decision.

In the past we have advised delegations they are allowed 10 minutes, however when they attend they read the previously prepared information verbatim and have continually went over the time limit allotted. This type of behaviour is not considerate to other delegations that may have been scheduled or the Council's work load. On occasion there can be times when the Town has requested someone to come and speak on an issue, the 10 minute rule in that case does not apply as quite often it could be a study we have requested and more time would be allowed. In this case it would be noted on the agenda.

I have attached an amended version of Section A15 of the procedural by-law as well as Schedule B for your perusal.

**Respectfully submitted,**



Rhonda Cook, CMO  
Chief Administrative Officer  
December 22, 2010

**Excerpt from by-law #93-2009 being the Procedural by-law  
for the Town of South Bruce Peninsula**

**A15            DELEGATIONS**

- A15.1            Unless otherwise determined by Council all delegations shall be encouraged to be heard by Council at the Committee of the Whole meeting held on the third Tuesday of the month.
- A15.2            Any person desiring to be heard by Council as a delegation at Committee of the Whole shall submit a written request to the Clerk, **on the prescribed form, (Schedule B to the procedural by-law)**, not later than 12:00 p.m. (noon) on the Wednesday 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.
- A15.3            Delegations addressing Council at Committee of the Whole shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner.
- A15.4            Council may at its discretion, expressed by resolution adopted by two thirds (2/3) vote of its members present; hear any person in Council or Committee of the Whole.
- A15.5            Delegations addressing the Council in Committee of the Whole shall be limited to a maximum of ten (10) minutes in duration, unless preauthorized by the Mayor or Clerk. If the Clerk or Mayor pre-authorizes additional minutes it will be indicated on the agenda. The Delegation may have a maximum of two spokespersons allowed to address the Committee during the 10 minutes permitted time. **Should there be more than one delegation requested representing the same topic position at any meeting the person requesting same shall be advised of the earlier request. The second and any additional requests for a delegation on the same meeting representing the same topic position shall be denied. If a delegation is requested representing a different position on the same issue the delegation will be allowed.**
- A15.6            **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/Committee of the Whole in its decision making.** Refusal of a request to appear as a delegation may be appealed to the Head of Council.
- A15.7            Delegations will not be scheduled whose subject relates to a matter currently before the courts or administrative tribunals.



## SCHEDULE B Procedural By-law 93-2009

*The Mayor and Clerk of the Corporation of the Town of South Bruce Peninsula reserve the right to refuse or defer any delegation at any time. Council may not be required to answer any questions in regards to the delegation as it is strictly for information purposes only and not intended for discussion. If discussion is required it is the discretion of Council as to when that discussion will occur.*

### REQUEST FOR DELEGATION

**I am requesting delegation to speak:**

- a)  on my own behalf; or  
b)  on behalf of a group / organization / association, if b), please state name of group/ organization/association below.

**Name(s) of Speaker(s)** Please note that all names of the individuals wishing to speak must be listed below. (Max. 2)

#### Subject of Presentation

Please describe below, the subject matter of the requested oral submission in sufficient detail so as to provide Council with a means to determine its content and to assess its relative priority to other requests for oral submission. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, to this end a table of contents, outline of remarks, or the full text of the presentation may be attached to this document. Please note, if you intend to include handouts or a presentation using electronic devices, one (1) copy of any electronic presentation and one hard copy of the presentation including any handouts are to be delivered to Clerk **no later than noon on the Wednesday prior to the meeting in which you are to present.**

**Reason why this presentation is important to Council and to the municipality:**

**Scheduling Request** Please state your preferred presentation date (Delegations are permitted during regular Committee of the Whole meetings held on the third Tuesday of the month)

**Time Required:** (\* Note – Delegations are limited to a maximum of 2 speakers maximum 10 minutes in total) \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Signature(s) of Speaker(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Where a matter may require more urgency than can be accommodated through the scheduling of an oral submission, please be advised that Council or the Administration may be able to deal with your concern, information or request more immediately if it is communicated by other means. This may be done by letter, fax, email, telephone or personal meeting. As always the choice is yours and we welcome your input.

In accordance with the Procedural By-law, requests must be delivered to the Clerk prior to 12:00 noon on the Wednesday preceding the meeting of Committee of the Whole. The request forms may be faxed (519-534-4976) or emailed ([tsbpclerk@bmts.com](mailto:tsbpclerk@bmts.com))