

Excerpt from Council Procedure Bylaw No. 3277, 2007
Consolidated to Bylaws 3449 & 2614, 2016 for Convenience Purposes Only
Section 17

Delegations

17. (1) All delegations requesting permission to appear before Council shall complete an application in a form prescribed by the City Clerk which includes:
 - (a) Name of person;
 - (b) Name of organization being represented if applicable;
 - (c) Person's position in that organization if applicable;
 - (d) Topic & discussion points; and
 - (e) The action requested of Council including any recommended resolutions.
- (2) Delegations to address Council and any supporting documentation may be included on an agenda provided application has been received by the City Clerk by 3:00 p.m. on the Tuesday prior to the meeting.
- (3) Where application has not been received by the City Clerk as prescribed in s. 17(1), an individual or delegation may address the meeting if approved by majority vote of the members present.
- (4) The Chairperson shall allow up to five (5) minutes for the presentation followed by an opportunity for a question and answer period, led by Council.
- (5) Delegations scheduled on the agenda shall be permitted at the beginning of the meeting up to a maximum of 30 minutes in total, after which time all other remaining delegations are required to present at the end of the meeting.
- (6) Development applicants or their representative shall only be permitted to address Council if their land use development application has received a negative recommendation by staff.
- (7) The City Clerk may limit the number of delegations included on the agenda to ensure Council has sufficient time to complete the regular business on the agenda.
- (8) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw, or on matters that have been discussed at a meeting where the public has been excluded under the authority of s.90 of the Community Charter.
- (9) The City Clerk may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (10) The City Clerk may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the City Clerk's decision, the information must be distributed under separate cover to Council for their consideration.
- (11) Where Council has invited a person to make a presentation, the person may have up to 30 minutes to address Council, unless otherwise specified by Council.
- (12) As a general rule, Council will not address matters brought before Council via a delegation at the meeting where the presentation is made.