

**THE MUNICIPALITY OF NORTH PERTH
GOVERNANCE REVIEW COMMITTEE AGENDA**



Date: February 10, 2025
Time: 5:30 pm
Location: North Perth Municipal Building
Committee Room

Pages

1. Call to Order

2. Land Acknowledgement Statement

"We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Confirmation of the Agenda

5. Approval of Previous Meeting Minutes

5.1 October 7, 2024 Governance Review Committee Meeting Minutes

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6. New Business

6.1 Council Compensation Review Timeline (verbal update)

6.2 Process for Delegations

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6.3 2025 Meeting Schedule

Proposed meeting dates:

- April 7
- June 9
- August 11
- October 6
- December 1

7. Roundtable Discussion

8. Announcements

9. Adjournment

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

Date: October 7, 2024
Time: 5:30 pm
Location: North Perth Municipal Office – Committee Room
Members Present: Dave Johnston, Chair
Marc Noordam
Sarah Blazek
Neil Anstett
Lee Anne Andriessen
Staff Present: Kriss Snell, CAO
Sarah Carter, Acting Clerk/Legislative Services Supervisor
Heidi Dorscht, Deputy Clerk/Committee Coordinator

1. Call to Order

Chair Johnston called the meeting to order at 5:30 p.m.

2. Land Acknowledgement Statement

3. Approval of Agenda

Moved By Sarah Blazek

Seconded By Neil Anstett

THAT: The Agenda for tonight's meeting be approved, as presented.

CARRIED

4. Disclosure of Pecuniary Interest

There was none.

5. Approval of Minutes of Previous Meeting

5.1 September 9, 2024 Governance Review Committee Meeting Minutes

Moved By Neil Anstett

Seconded By Sarah Blazek

THAT: The minutes of the September 9, 2024, Governance Review Committee meeting be approved, as presented.

CARRIED

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

6. Reports

6.1 Board/Committee Procedure By-law - Final Draft

Changes to the draft procedure by-law were reviewed. The following points were discussed:

- Definition of frivolous. It was decided to use the definition from the Blue Mountains Policy.

Marc Noordam joined the meeting

- Changes to section 5.3 were highlighted.
- DEI Terms of Reference. The age range recommended by the Manager of Strategic Initiatives was 18-29.
- Section 3(e) provides committees with the option to go as a delegation if opinion dissenting or opposing staff recommendation.
- Discussion occurred regarding the annual election of the chair.

Lee Anne Andriessen joined the meeting.

6.2 Appointment to Boards and Committees Policy - Final Draft

Changes to the draft boards and committee policy were reviewed. The following points were discussed:

- Changes to sections 4.2, 4.3 and 4.6 were highlighted.
- Clerk Carter advised she had reached out to other municipalities regarding the appointment process. Written policies were difficult to locate. The online application has been updated as well as an evaluation matrix has been created.

Moved By Sarah Blazek

Seconded By Marc Noordam

THAT: The Governance Review Committees directs staff to present the Board/Committee Procedure By-law and the Appointment to Boards and Committees Policy to Council.

CARRIED

7. Other Business

Clerk Carter advised the next item on the schedule to review is council compensation.

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

8. Adjournment

Moved By Lee Anne Andriessen

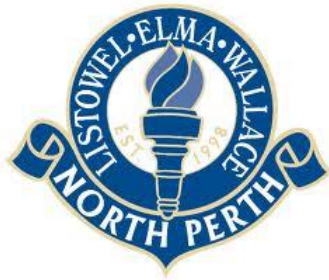
Seconded By Neil Anstett

THAT: The Governance Review Committee meeting adjourns at 5:53 p.m. to meet again on November 4, 2024.

CARRIED

Chair

Recording Secretary



COMMITTEE REPORT

To: Governance Review Committee
From: Lindsay Cline, Clerk/Legislative Services Supervisor
Date: Monday, February-10-25
Subject: Process for Delegations

Background:

A new [Council Procedure By-law](#) was adopted by Council in 2023 following a thorough review by the Governance Review Committee. Section 15 of the Procedure By-law relates to rules surrounding delegations. Additional rules were added to the new Procedure By-law related to requirements for delegations who may be likely to engage in unreasonable or offensive conduct. However, the rules surrounding what delegations may speak to is currently open-ended as delegations are permitted to speak on matters related to anything within Council's jurisdiction. There are also no specific limitations on the number of times a delegate can appear before Council on the same topic. Staff has received feedback on some recent delegations that have been repetitive in nature and whether additional rules surrounding delegations is warranted.

Comments:

Staff have conducted research across a wide spectrum of municipalities on different rules and processes related to delegations as outlined in each municipality's Procedure By-law. A summary of this research can be found in Appendix A to this report.

Staff is seeking feedback from the Governance Review Committee on the possibility of amending the Procedure By-law to add additional rules related to delegations. Some possible rules that could be implemented include:

- Limiting the number of delegations per meeting;
- Limiting the topics that delegations can speak to (e.g. only items listed on an agenda)
- Limiting the frequency that delegations can appear before Council on the same topic (e.g. once within a 12-month period)
- Stronger language surrounding appropriate conduct for delegations

Staff have also drafted a guide for delegations which was brought to the May 6, 2024 Governance Review Committee. Following discussion by the Committee on the

potential to add additional rules, staff can continue working on this guide for additional review by the Committee at a future meeting.

Financial Implications:

None.

Reference Material Attached:

Appendix A: Comparator Review – Delegation Process

Corporate Strategic Plan:

The information and responses provided in this report are consistent with and in keeping with the Municipality's approved Vision, Mission, and Strategic Plan.

Report Prepared by: Lindsay Cline, Clerk/Legislative Services Supervisor

Lindsay Cline, Clerk/Legislative Services Supervisor

Appendix A: Comparator Review – Delegation Process

Huron County	<ul style="list-style-type: none"> • There shall be a limit of two (2) delegations permitted at each meeting unless approved by the CAO. • Delegations may only appear once on a matter within six (6) months unless requested by a motion of Council or new pertinent information is being presented.
Ashfield-Colborne-Wawanosh	<ul style="list-style-type: none"> • Open Forum <ul style="list-style-type: none"> ○ This item gives members of the Public the opportunity to ask a question of Council or to make a comment to Council concerning any item on the agenda for that meeting. ○ The members of the Public will be asked to address Council, take the podium, state their name, and state the item on the agenda they would like to comment on. ○ The member of the Public will be allowed to address Council once and will be limited to a maximum of five minutes. ○ A person may speak longer than five minutes if granted leave by the Presiding Officer. • Delegations <ul style="list-style-type: none"> ○ The subject matter must be relevant to the business of the municipality, promoting the work of the partners of the municipality, work or events being undertaken by individuals or groups which benefit the community or topics of community interest. ○ Delegations shall not be permitted to appear before Council whose subject relates to: <ul style="list-style-type: none"> ▪ A tender or request for proposal which is either proposed, pending, or actually before Council or a Committee of Council for its consideration ▪ Labour relations ▪ Legal issues including litigation, potential litigation and matters currently before the courts or administrative tribunals ▪ Insurance Claims ▪ Contract negotiations ▪ Subject matter beyond the jurisdiction of the municipality. • Individuals addressing Council subsequent times on the same topic must only present new information during subsequent delegations. New information is deemed to be information that Council has not previously heard. • On any given scheduled meeting, there shall be a maximum of four (4) delegations.
Huron East	<ul style="list-style-type: none"> • No delegation shall appear before Council more than once in a six-month timeframe, on the same subject matter, unless there has been a proven significant change in the subject matter.
North Huron	<ul style="list-style-type: none"> • The Clerk or the Reeve, may refuse a delegation request at their discretion if the matter is deemed to be routine or administrative in nature and can be referred to staff for quick resolution; the matter is not within the jurisdiction or normal realm of council business; the request is repetitive, vexatious or frivolous in nature; or any other reason deemed appropriate under the circumstances. The Clerk or Reeve may defer a delegation to a subsequent agenda if the timing is deemed more appropriate, at their discretion. In all cases above, the decision of the Reeve shall be final. The Clerk shall notify Council in writing of any person who has requested to be a delegation but has been denied the right to be listed on the agenda.
South Huron	<ul style="list-style-type: none"> • Persons desiring to verbally present new information on matters of fact or make a request of Council shall contact the Clerk to make a timed delegation at Council.

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	<ul style="list-style-type: none"> • The maximum number of delegations to be heard by Council in any one meeting shall be limited to two (2). Delegations shall be scheduled by the Clerk in accordance with the sequence of delegation requests, complete with information, received. • Council may refuse to hear delegations when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Municipality. • Any person/organization shall be limited to two (2) delegations in a calendar year on the same subject matter. • No person shall be permitted to address Council with respect to a specific personal issue, nor shall a brief respecting such issue be listed on a Council Agenda. A written brief by any person with respect to personal issues may be forwarded to the Clerk for consideration by Council in Closed Session. • No person shall be permitted to address Council relating to any current litigation matters of which the Municipality is a party to the proceedings.
<p>Wellington County</p>	<ul style="list-style-type: none"> • No delegations to Council shall be permitted without first attending the relevant Standing Committee. Delegations will be scheduled at the discretion of the Clerk in consultation with the Warden and CAO, subject to: <ul style="list-style-type: none"> ○ Volume of material on agenda ○ Number of requests for a specific meeting date ○ Urgency of request ○ Subject matter – no delegation shall speak on a matter that is not within the jurisdiction of the Council or committee ○ No delegation shall be permitted at orientation and education workshop. ○ No delegation shall be made relating to litigation or potential litigation, including matters that are before and under the jurisdiction of any court or administrative tribunal unless such matter is referred to Council by the said administrative tribunal or court • No person shall be permitted to address Council on a subject not on the Agenda, unless by permission of Council by unanimous consent. If unanimous consent is denied, a member may request that the Presiding Officer propose the question on a motion requiring a two-thirds vote. • Council is not a forum for public promotion of private interests by delegations and therefore shall not be permitted.
<p>Centre Wellington</p>	<ul style="list-style-type: none"> • An individual may make a delegation at a Meeting of Council or Committee of the Whole related to an item of business on the agenda. • No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court. • No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or Committee. • No delegation shall be made to a Notice of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Meeting when the item will be discussed. • No delegation shall be permitted to speak on a Notice of Motion to reconsider. • No delegation shall be permitted at Workshops.

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	<ul style="list-style-type: none"> Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.
Mapleton	<ul style="list-style-type: none"> No person shall be permitted to address Council on a subject not on the agenda unless by permission of Council by a two-thirds majority vote.
Guelph/Eramosa	<ul style="list-style-type: none"> An individual or group may make a delegation at a Meeting of Council or Committee of the Whole related to an item of business on the agenda. Delegations that have previously appeared before Council or Committee of the Whole on a subject matter shall provide new information only in any subsequent presentations relating to that matter. No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court. No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or Committee. No delegations shall be made to Notices of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Council or Committee Meeting when the item will be discussed. No delegations shall be permitted to speak on a Notice of Motion to reconsider. No delegations shall be permitted at workshops. Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.
Erin	<ul style="list-style-type: none"> The scheduling of delegations for regular meetings shall be limited to three (3) per meeting, unless otherwise determined by the Clerk, in consultation with the Town Manager/CAO. Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks. Delegations that have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.
Puslinch	<p>General Interest Delegations</p> <ul style="list-style-type: none"> General Interest Delegations include delegations on matters that do not directly relate to an item on the Agenda; A maximum of two (2) General Interest Delegations will be permitted at a Meeting; General Interest Delegations do not include third party presentations by Township consultants or presentations being made at the request of staff relating to a matter of Township business. <p>Specific Interest Delegations</p> <ul style="list-style-type: none"> Specific Interest Delegations include delegations on matters that directly relate to an item on the Agenda; <p>The following provisions apply to both General Interest Delegations and Specific Interest Delegations:</p> <ul style="list-style-type: none"> No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court;

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	<ul style="list-style-type: none"> • Delegations shall refrain from repeating information on the same matter presented by other delegates; • No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk and CAO will determine if a matter is within the jurisdiction of the Council or Committee; • No delegation shall be made to a Notice of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Meeting when the item will be discussed; • No delegation shall be permitted to speak on a Notice of Motion to reconsider; • Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event; • If a delegation has been made on a matter and a decision has been made by Council, the delegation cannot be heard again unless there is new information being presented. This determination shall be made by the Clerk and CAO;
Wellington North	<ul style="list-style-type: none"> • An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new Council is in place as a result of a municipal election unless Council passes a motion in favour of having the individual or group make another deputation. • An individual or group may make a deputation on a particular subject to either Council or committee but shall not be permitted to make a deputation to both Council and committee on the same subject.
Waterloo Region	<ul style="list-style-type: none"> • Any delegation who has appeared at a Council, Committee, or Public Input meeting regarding a particular matter will not be allowed to delegate on that same matter for six (6) months. For further submissions on the same matter, the delegate can submit written comments that will be attached by the Clerk to the subsequent meeting agenda or minutes. • A delegation that registers regarding a matter for which there is no item on the meeting agenda shall be placed on a future meeting agenda to be determined by the Regional Clerk. • The meeting Chair may request that delegates not repeat what previous delegates have previously stated and provide new information only.
Kitchener	<ul style="list-style-type: none"> • Delegations shall address Council only with respect to matters already listed on the agenda. Notwithstanding this provision, in emergency situations, Council by affirmative vote of a majority of its members present at a regular Council meeting, may agree to hear a delegation on any matter provided the presentation material is in writing and available whenever possible for distribution to Council prior to the commencement of the said meeting. • That where Council has passed a motion to permit a delegation to speak to a matter that is not on a meeting agenda, members of Council shall not be permitted to ask questions of that delegation. • That where an item is not on a current meeting agenda but is intended to come forward at a later date, staff shall refer the person to the appropriate meeting; thereby ensuring that the appropriate staff are in attendance and supporting materials have been circulated for Council's consideration. • That where a person wishes to register as a delegation and the matter is not on a meeting agenda and it is questionable as to whether it falls within the City's jurisdiction, this matter shall be referred to the next available agenda setting meeting for consideration by the Committee Chairs.

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	<ul style="list-style-type: none"> • That when it is deemed inappropriate through the agenda setting process that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. • Members of the public who have addressed Council or a Committee on a particular issue will not be permitted to address Council / Committee on that same matter unless they are providing new information. This new information must be outlined in a delegation form submitted to the Clerk or designate by 8:30 a.m. on the day of a Committee meeting or 3:00 p.m. on the day of a Council meeting. Should a member of Council feel that the submitted materials do not represent new information, than this may be raised through a point of order prior to hearing from the delegation; if the point of order is sustained, Council shall move forward without hearing from the delegation.
Waterloo	<ul style="list-style-type: none"> • Delegations may only register to speak to the following agenda items: <ul style="list-style-type: none"> ○ staff reports; ○ informal and formal public meetings; ○ consideration of notice of motion provided by members of Council. • Any person requesting to appear before Council on a matter not on an agenda shall register with the Clerk’s office using a delegation form and must provide the information required under clause 12.02, save that a description of the subject matter of the delegation must be provided in place of the agenda item. • The Clerk shall acknowledge receipt of the request and place the matter on an appropriate Council agenda or if the item is not listed for consideration within the next three months, they shall be placed on a future agenda to be determined by the Clerk. • No delegation shall appear before Council on a matter that is not on the agenda if the matter is one which: <ul style="list-style-type: none"> ○ is eligible for resolution under any process for formal complaints or appeals, or for requesting compensation, where such processes have been established by the City of Waterloo, unless and until all municipal proceedings of such a process have been completed; ○ is related to an employment matter; ○ is undergoing court process or litigation to which the delegation is a party to the proceeding; ○ has already been the subject of consideration by Council, if a decision on the matter by Council was reached within six months or if the delegation has attended Council on the same matter within three months.
Cambridge	<ul style="list-style-type: none"> • Any person, group of persons or organization may request to speak to an item listed on the agenda provided that the subject matter of the Delegation directly relates to the item on the agenda. • Delegations will not be permitted to address Council on matters not appearing on an agenda by way of a staff report or pertaining to the following: <ul style="list-style-type: none"> ○ Council Workshops held for the purpose of training, discussions with other levels of government and outside agencies, on complex matters or strategic planning; ○ Reports stemming from Closed Meeting, Integrity Commissioner or Ombudsman investigations; ○ Labour relations or employee negotiations; ○ Litigation or potential litigation matters; ○ Tenders, RFP’s and other procurement issues;

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	<ul style="list-style-type: none"> ○ Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact; Matters not within the jurisdiction of the municipality; ○ The initial presentation of a Notice of Motion; ○ Procedural motions that are required to be passed before Council may proceed on a matter, i.e. motions to waive notice or other procedural rules; ○ Notices of motion to Rescind; ○ By-laws listed on an agenda; ○ Presentations at Council or Committee Meetings; or ○ Any other matter that is properly the subject of the Closed Session exclusions in the Act, subject to a Two-Thirds Majority Vote by Council. <ul style="list-style-type: none"> ● Where a member of the public would like Council to take a position on a matter that is not within the jurisdiction of the municipality, the individual may approach their Ward Councillor to request that they bring forward a Notice of Motion to Council on the matter. ● If a delegate requests to speak regarding a matter not listed on an agenda the Clerk will work with the requestor and appropriate staff to explore options for resolution on their matter. ● Should the delegate's request not be resolved by staff and the delegate still wishes to speak to Council regarding the matter they may approach their Ward Councillor who can bring forward a Notice of Motion to Council.
<p>Wilmot</p>	<p>Specific Interest Delegations</p> <ul style="list-style-type: none"> ● Specific Interest Delegations may only register to speak to the following agenda items: <ul style="list-style-type: none"> ○ staff reports; ○ informal and formal public meetings; ○ consideration of notice of motion provided by members of Council; and, ○ By-laws <p>General Interest Delegations</p> <ul style="list-style-type: none"> ● General Interest Delegations may register to speak to matters that are of a general interest of the Township of Wilmot. ● Not more than three (3) General Interest Delegations will be permitted at each Regular Council Meeting. ● The Clerk shall have the authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda. ● The Clerk, Mayor, Chief Administrative Officer shall review the General Interest Delegation Request Form to determine if the subject matter and nature of the request falls within the jurisdiction of Council, or if the request needs to be referred to Administration for comments. ● The Mayor, in consultation with the Chief Administrative Officer, has the authority to deny a General Interest Delegation requests under the following circumstances: <ul style="list-style-type: none"> ○ the request is not submitted within the time required of this By-Law; ○ no written summary of the request together with any handouts or materials is provided with the request or the submission is incomplete; ○ the subject matter is deemed to be beyond the jurisdiction of Council;

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	<ul style="list-style-type: none"> ○ the issue has been or is to be considered by the Committee of Adjustment, Dangerous Dog Designation Appeals Committee, or Property Standards Appeal Committee; ○ Council previously indicated it will not hear further from this Delegation; or ○ the issue should first be referred to Administration for action. ● General Interest Delegations that are for the sole purpose of generating publicity for an event shall not be permitted. ● General Interest Delegations are subject to a three (3) month waiting period before appearing before Council again on the same subject matter.
Aurora	<ul style="list-style-type: none"> ● A limit of four (4) Delegations will be considered at a Meeting of General Committee, and two (2) Delegations will be considered at a Meeting of Council. ● The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council. ● Delegations at General Committee and Council Meetings shall be on a subject that is within the jurisdiction or influence of local government. Delegations at a Meeting of Council shall be related to an item of business on the agenda. ● Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council Meeting but may submit written material to Members of Council through the Clerk's Office.
Burlington	<ul style="list-style-type: none"> ● Any person, group of persons, or organization may request to speak to an item listed on the agenda provided that the subject matter of the delegation directly relates to the item on the agenda. ● If a delegate requests to speak regarding a matter not listed on the agenda, they must have a member of Council sponsor the item by way of a motion memorandum to the Clerk no later than Wednesday at 12:00 pm (noon) the week the agenda is prepared. ● All delegations will be heard at standing committee. Where a delegate has spoken at committee, a further delegation request by the delegate, or a related party, will not be permitted on the Council agenda unless the delegation is bringing forward new information. Only the new information will be heard.
Guelph	<ul style="list-style-type: none"> ● A delegate may only address Council or committee with respect to an item on the agenda. ● Delegates shall only be permitted at Council budget meetings designated for the explicit purpose of receiving budget delegations. ● No delegation shall be made to Council or committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court. ● No delegate shall speak on a matter that is not within the jurisdiction of the Council or committee. The Mayor and committee chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or committee. ● No delegations shall be made to notices of motion on a Council or committee agenda. Delegates will have an opportunity to speak at a subsequent Council or committee meeting when that item will be discussed. ● No delegations shall be permitted to speak on a reconsideration. ● No delegations shall be permitted at orientation and education workshops. ● No delegations shall be permitted with respect to a by-law on the agenda.

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	<ul style="list-style-type: none"> • Delegates shall not be permitted to appear before Council or committee for the sole purpose of generating publicity for an event. • No delegations shall be permitted to speak to presentations at Council or Committee of the Whole meetings. • No delegations shall be permitted to closed agenda items. • Delegates wishing to speak on a matter not on the agenda: <ul style="list-style-type: none"> ○ Shall provide the Clerk in writing a request outlining the subject matter of the delegation and the action being requested to be taken by Council. ○ The Clerk will advise the appropriate chair and Deputy CAO of the request. ○ The Clerk will advise the requestor that the chair and Deputy CAO has been made aware of the request. The requestor will be advised of the actions taken or when the item is coming forward to Council or committee.
Kingston	<ul style="list-style-type: none"> • A Delegation shall only address a Meeting with respect to a Report or New Motion on the Agenda or Addendum and shall confine their remarks to such item. • Delegations may speak on a matter only once during the Meeting, unless new information has come forward, an error was made in the documentation presented, or incorrect statements were made during the previous debate of the Agenda item. • No Delegations shall be permitted on the following topics: <ul style="list-style-type: none"> ○ labour relations or staff negotiations; ○ planning applications that are before the Planning Committee prior to the date of a scheduled Hearing; ○ matters upon which the Planning Committee has held its scheduled Hearing; ○ reports received from a Standing Committee; ○ a Notice of Motion; ○ litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal; ○ tenders, requests for proposals or other procurement issues; ○ any matter that is not within the jurisdiction of Council or Committee, as determined by the Chair in consultation with the Clerk; and ○ any matter that is properly the subject of a Closed Session. • Delegations are not permitted to address Council on a policy matter upon which Council has already made a decision within the previous twelve (12) months, unless Council has decided to reconsider the matter. • Members may only address a Delegation to ask a maximum of two (2) questions for clarification and shall not express opinions expand the scope of the completed delegation or enter into debate or discussion with a Delegation. • Members shall not pose questions to staff during a Delegation.
Mississauga	<ul style="list-style-type: none"> • A Deputation from a member of the public can only be made one time per subject matter in a 12-month period and once the subject matter has been received by Council or a Committee, it is considered closed and any subsequent request for a Deputation from that member of the public within the 12-month period will be denied. • The Agenda for all Meetings of Council shall include a Public Question Period, subject to the following provisions: (1) questions shall be submitted to the Clerk at least 24 hours prior to the Meeting, except where: <ul style="list-style-type: none"> ○ the question relates to an item on the additional agenda;

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	<ul style="list-style-type: none"> ○ or a member of the public attends in person to ask the question. ● Public Question Period shall be limited to a total of 15 minutes, unless extended by the Chair; ● Persons invited to address Council during Public Question Period shall: <ul style="list-style-type: none"> ○ be restricted to two questions pertaining to subjects that appear on the Agenda for that particular Meeting of Council; and ○ limit their speaking to no more than 5 minutes in total, unless extended by the Chair; and ○ where a response to a question posed to Council under the provisions of this Section is not available at the Meeting, a written response shall be provided by City staff before the matter under discussion is finalized at Council.
Oakville	<ul style="list-style-type: none"> ● Delegations may only speak to matters listed on the agenda for that particular meeting. ● Delegations shall not be permitted to speak to items listed under Information Items and/or Status of Outstanding Issues on the Council agenda. ● Delegations appearing before Council, who have previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and any subsequent appearances.
Richmond Hill	<p>Public Forum</p> <ul style="list-style-type: none"> ● Every Meeting shall commence with a public forum for the purpose of providing members of the public an opportunity to voice opinions and raise issues on matters of concern to them that have not been included on the Agenda. ● The length of time of the public forum shall not exceed fifteen (15) minutes. ● The maximum of number of such registrations shall be five persons, on a first come first serve basis. <p>Delegations</p> <ul style="list-style-type: none"> ● A Person may address Council in relation to a matter that is listed on the Agenda, provided that the Person has registered in advance with the Office of the Clerk no later than 12:00 p.m. (noon) on the day prior to the Meeting.
Vaughan	<ul style="list-style-type: none"> ● The public may address a Committee as a Speaker, with the exception of Committee of the Whole (Closed Session), on any item listed on the agenda without any prior notice. ● The following provisions apply to deputations on an item not listed on a Standing Committee agenda: <ul style="list-style-type: none"> ○ Presentation shall deal with municipal issues that are within the Committee's jurisdiction. ○ The City Clerk shall review the presentation request and if it meets the provisions of this by-law, shall place it on the next appropriate Standing Committee agenda, provided that no presentations to Committee of the Whole (Closed Session) shall be permitted. ○ For matters which are more properly within the responsibility of City staff, the City Clerk shall notify the proposed Presenter that the presentation shall not be listed on an agenda, and shall direct the proposed Presenter to the appropriate City department; the Presenter shall not be listed on an agenda for a presentation until staff have had the opportunity to address the matter. ○ For matters which are more properly addressed by a specific Standing Committee, the presentation shall be listed on the appropriate agenda of the next Standing Committee meeting.

Appendix A: Comparator Review – Delegation Process

	<ul style="list-style-type: none">○ A Presenter may be listed to appear for a presentation regarding only one subject matter per meeting.○ If a presentation is with respect to a recently considered matter, it shall not be heard within the next four of the Committee's regular meetings after the meeting at which it was originally considered, unless a reconsideration motion is passed.• Speakers and presentations are not permitted at Council except with respect to a matter that requires a statutory hearing.
Whitby	<ul style="list-style-type: none">• A Delegate may only address Council with respect to an item on the agenda that was not previously considered at a Standing Committee meeting or in instances where the effect of the staff recommendation has been altered by a Standing Committee. Delegates may only present information on matters of fact.• Delegates shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.• A Delegate may only address a Standing Committee with respect to an item on the agenda.