

County of Essex Policy Manual

Delegations to County Council

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Approved by:	County Council
Department:	County Council
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1.0 Purpose

To establish a policy to govern requests for delegation status at a meeting of County Council and to set out the conditions under which presentations are to be made.

2.0 Scope

This policy applies to all requests for delegation status from all sources (i.e. Organizations, Interest Groups, Individuals, etc.)

3.0 Responsibility

- 3.1 It is the responsibility of anyone contacted on behalf of the Corporation, including elected officials and appointed officials on staff, to refer any and all requests for delegations before County Council to the Director of Council Services/Clerk for disposition.
- 3.2 It is the responsibility of the Director of Council Services/Clerk to advise the Chief Administrative Officer (CAO) and Warden of delegation requests received and to respond to any request for delegation status in the manner set out in this policy.

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4.0 General

- 4.1 A request for delegation status shall only be considered for inclusion on a County Council agenda if the following conditions are met:
- a) The request is made in writing, and is received by the Director of Council Services/Clerk by 12:00 noon on the Friday preceding the Council meeting (noon Thursday if Friday is a Holiday).
 - b) The request for delegation status outlines the purpose of the delegation's appearance before County Council and the names and positions of the individual(s) who will address Council.
 - c) The subject matter and nature of the delegation's request falls within the jurisdiction of County Council.
 - d) The delegation agrees to abide by the terms of this policy.
- 4.2 The following protocol will be used to determine if it is necessary for an Administrative Report to accompany any information provided by a delegation:
- a) Once the Director of Council Services/Clerk has concluded that the presentation/request does fall within the jurisdiction of County Council, the Clerk shall forward a copy of the written submission to the Chief Administrative Officer to determine if an Administrative Report should accompany the submission on the next or subsequent agenda. The Chief Administrative Officer will determine if an Administrative Report is required, which Department Head shall report on the issue if deemed necessary, and the timing of that report. The Director of Council Services/Clerk shall advise the delegation accordingly.
 - b) Where the matter is determined to fall outside of the scope and responsibility of County Council, the Director of Council Services/Clerk shall notify the person(s) that the presentation should be referred to the most appropriate board, commission, agency or Provincial or Federal Government for consideration.

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- 4.3 The following requirements apply to delegate reference materials intended for County Council:
- c) Delegates wishing to have documentation included in the County Council Agenda must provide an electronic copy to the Director of Council Services/Clerk, in a format deemed suitable by the Director of Council Services/Clerk, by no later than 12:00 noon on the Friday preceding the Council meeting at which their delegation is scheduled to attend.
 - d) A minimum of 25 copies of any printed documentation is required if a delegation wishes to distribute it to County Council at the meeting.
 - e) Delegations wishing to make an electronic presentation during the County Council meeting shall advise the Director of Council Services/Clerk at the time of submitting the delegation request. An electronic copy of any audio/visual presentation is required to be submitted to the Director of Council Services/Clerk no later than noon on the day of the meeting or it will not be permitted to be shown at the meeting.
- 4.4 The procedures to be followed during the Delegation portion of a County Council meeting are set out as follows:
- a) Each delegation to County Council shall be heard upon motion of Council.
 - b) Presentations shall be made from the delegation desk in the Council Chambers.
 - c) Delegates shall respect the specified procedures, as to protocol and time.
 - d) Each delegation to County Council shall be limited to 10 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
 - e) Where there are numerous delegations listed, taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views. Delegations

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are encouraged not to repeat information presented by an earlier delegation.

- f) The Warden, at the conclusion of the ten minutes, shall inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a verbal motion to extend the ten (10) minute limit, adopted by a majority of Council members, shall the ten (10) minute limit be extended.
 - g) Upon completion of the presentation, the Warden will open the floor to questions from the members of County Council. The delegation, in responding to any question, should address the question only and refrain from using the opportunity to extend their presentation.
- 4.5 Should the delegation call for action on the part of County Council, such action shall normally be listed under "New Business," as an agenda item.
- 4.6 Personal information collected from delegates is authorized under the County of Essex Procedure By-law and will be used to contact individuals and/or organizations requesting an opportunity to appear as a delegation before Council. The name and address of the delegates or organizations will be published as part of the meeting agenda which is also posted on the County Website <http://www.countyofessex.on.ca>. Questions about this collection of information should be directed to the [Director of Council Services/Clerk](#).
- 4.7 Any presentation in progress, deemed to be inappropriate by virtue of content or comment, may, upon motion of County Council or by action of the Warden, be prohibited from continuing to conclusion. Such an action shall normally follow a caution to a presenter that the presentation, as offered, is inappropriate.
- 4.8 Delegates attending shall respect the decorum of County Council and refrain from public outbursts, shouting, or behaviour intended to disrupt the debate, discussion and/or general proceedings of County Council. The Warden may request that a member(s) of the public vacate the Council Chambers or meeting room if their behaviour is deemed to be disruptive to the business at hand. The

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Warden may unilaterally suspend the meeting until order is restored in the Council Chambers or meeting room.

- 4.9 The display of placards and signs is not allowed in the Council Chamber/meeting room.

5.0 Exceptions

- 5.1 Any delegation which appears before County Council at the request of County Council, or with prior approval based on acceptable rationale, may exceed the time constraints earlier set out. All presentations, however, shall indicate regard for the total Council Agenda and shall be as concise as possible.
- 5.2 In the event application is made to the Director of Council Services/Clerk after the 12:00 noon deadline for submitting a request to be a delegation, but prior to 4:00 PM on the date of the meeting, the Director of Council Services/Clerk will bring the request to the attention of County Council. County Council on a 2/3 vote may decide to hear the delegation. Those persons registering after the 12:00 noon deadline will be advised by the Director of Council Services/Clerk that they may not be heard by Council unless 2/3 of Council members present vote to allow the late delegation.