

CITY OF WELLAND

POLICY

Policy Title: Delegations to Council/General Committee	
Date of Approval: November 15, 2005	Policy Number: GOV-001-0002
Lead Role: City Clerk	Support Role: Deputy City Clerk
Cross Reference: By-law 2017-06	Next Review Date:
Council File Number: 05-28	Revision Date: January 17, 2017

Policy Statement:

The City of Welland welcomes delegations wishing to appear before City Council/General Committee, however due to time restrictions to attend to all business before Council on any given date, the Clerk shall prioritize requests for delegations as follows:

First Priority:	No more than five (5) delegations per meeting.
Second Priority:	Delegations required by legislation to be heard under specific sections of the <i>Planning Act</i> or <i>Municipal Act, 2001</i> , or other legislation under the municipality's jurisdiction.
Third Priority:	Delegations related to agenda items that meeting.
Fourth Priority:	Urgency (as determined by Clerk).
Fifth Priority:	Community interests to announce events (i.e. food drive).
Sixth Priority:	Relativity of topic to Council's authority.

When a delegation cannot be scheduled due to the priorities established by this policy, the following alternatives will be offered by the Clerk:

- Schedule to first available General Committee Meeting.
 - Schedule to first available Council Meeting.
 - Schedule to time where report is to be discussed if applicable and timely.
1. The delegation is required to submit a written request including name, address and phone number (to be reached during the day) as well as a brief explanation of the issue to be addressed and the desired action of Council/General Committee on the issue. The request must be received by the Clerk's Department no later than 4:00 p.m. on the Tuesday the week before the meeting. Failure to provide the required information on time will result in a loss of privilege to speak before Council/General Committee.

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2. It would also be advisable to forward, to the Clerk's Department by the Tuesday deadline, a copy of all written materials, PowerPoint presentations and media files to be discussed with Council/General Committee. The Clerk will ensure that all materials will be included in the Agenda packages for the Councillors and appropriate staff.
3. If the delegation intends to read from a prepared text, a copy of this text must be filed with the City Clerk for City records.
4. Should the delegation choose to present additional written materials at the meeting, twenty-two (22) copies should be made available for distribution.
5. Delegations will not be permitted to speak to Council/General Committee on any matter requiring a reconsideration vote of Council prior to Council voting to reconsider.
6. Delegations will be heard at the commencement of the meeting in the order they appear on the Agenda. Presentations will be limited to ten (10) minutes in length. At the conclusion of the presentation, members of Council/General Committee will be given an opportunity to question the delegation and seek clarification from either the delegation or staff. As a general rule five (5) minutes will be provided for questions of clarification for a total allotment of fifteen (15) minutes per delegation.
7. If Council/General Committee is satisfied that all reports and information pertaining to the subject have been presented, a decision will be made immediately following the presentation. However at a meeting where time is limited Council/General Committee will try to utilize the fifteen (15) minute rule for each delegation. If additional time is needed beyond the fifteen (15) minutes for debate by Council/General Committee, the matter will be referred to an appropriate time later in that meeting or another specific meeting.
8. The decision of Council/General Committee will be made in public usually while the delegation is present subject to Clause 7 above. The Clerk will confirm, in writing, the decision of Council/General Committee to the spokesperson designated in the original request for the delegation.
9. A delegation wishing to meet with Council "In Camera" will be permitted, provided the reasons for requesting such a meeting fall within the guidelines established by the Procedural By-law of Council.
10. Delegations failing to appear at their scheduled time will not be given further opportunity on the same subject unless a valid reason is provided prior to the original absence.
11. The ability for the public to speak to its government is a privilege granted by the respective government authority to its constituents in a manner the government chooses. The above notwithstanding, tradition has been (particularly at the local government level) to allow some form of deputation within a prescribed set of rules under a Procedural By-law authorized by the *Municipal Act, 2001*. Those rules should maintain the notion of privilege and the ability of a Chair to restrain anyone who abuses that privilege.