

Making A Deputation to the Council for The Municipality of McDougall Information Sheet

(In accordance with the Municipal Procedural By-law 2017-75)

DEPUTATIONS:

Scheduled Deputations, persons desiring to present information verbally on matters of fact or make a request of Council shall provide written notice as to the nature of the deputation, to the Clerk on or before 9:00 a.m. the Thursday prior to the regularly scheduled Wednesday meeting.

Unscheduled Deputations will be permitted from the gallery, without registration (scheduling) only during a public hearing portion of a meeting under provisions of the Planning Act or other Acts that have a call for public input.

Emergency Deputation requests will be received by the Mayor and will be heard at the leave of a majority of Council.

Deputation General Rules

- a) Deputations are at the pleasure of Council, and area forum for the public to provide input on a matter being considered by Council. As such they should be factual, stating why one is speaking in favour or against the matter.
- b) All deputations shall be limited to a maximum of 10 minutes, only on a verbal motion from a member of Council to extend the ten minute limit and adopted by a majority of members shall the ten minute limit be extended.
- c) Where there are numerous deputations (ie. from an association, a club, a family, a neighbourhood etc.) on the same matter they shall be encouraged to select one spokesperson to present their information. A majority of Council members will decide if more than one spokesperson will be allowed and the amount of time allocated to each will be set by the majority.
- d) On any given meeting night a maximum of three deputations will be scheduled.
- e) The meeting Chairperson may curtail any deputation for disorder or any other breach of this by-law. Once the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behaviour that is inappropriate can result in the Chair requesting the person(s) to vacate the Municipal building. Failure to vacate the building will result in the Chair suspending the meeting until order is restored. If necessary, the Clerk may be called upon to seek appropriate assistance from police officers for this purpose.
- f) There shall be no debate during any deputation, deputants should be prepared to answer questions from members of Council at the end of the deputation. Deputations are not a question and answer period.
- g) Questions to Council should be sent separately in writing for their consideration.
- h) Subsequent deputations on the same topic by the same person, or groups will be accepted but will be limited to the submission of new information only.

Conduct of Deputants and Members of the Public, no Deputant or Member of the Public shall:

- a) Speak without first being recognized by the Chairperson.
- b) Speak disrespectfully of any person.
- c) Use offensive words, gestures or make abusive comments.
- d) Signage, placards or banners are not permitted in the meeting unless previously approved.
- e) Speak on any subject other than the subject stated in their request for the deputation.
- f) Enter into cross debate with other deputations, administration, Council members or the Chair or the attending public.
- g) Disobey the Rules of Procedure or decisions of the Council or Committee.
- h) Engage in any activity or behaviour that would affect the deliberations.
- i) Bring food into the meeting unless so authorized.
- j) Allow any electrical/electronic device (ie. Cell phones, ipods etc) to ring, play or operate so as to disrupt the proceedings.

Inappropriate conduct by the public can result in the Chair asking offenders to leave the building and or to take other action as appropriate to restore order.

Warning to Deputants and to the Public, you should be aware that the Council and Committee meetings are open to the Public. There is no legal protection or other privilege in relation to any statements that you make in this forum. This means that anything you say would be subject to the normal laws of defamation. Any behaviour or conduct that is disruptive to the public meeting can result in other charges being brought against you. Consequently you should take care in how you make your address and in how you behave.

Notation to Deputants and to the Public: the minutes of the Municipality of McDougall are posted for public viewing on the Municipal website and may be circulated throughout the Municipality and/or to parties requesting a copy of the minutes. Anyone who attends a public meeting of the Municipality of McDougall and enters their name on the attendance list or speaks publicly at the meeting may have their name and any opinions they may express recorded in the minutes of that specific meeting.