

**MUNICIPALITY OF TWEED
COUNCIL MEETING DELEGATIONS**

The following excerpt from Procedural By-law No. 2023-13 outlines the requirements for Delegations/Petitions and Presentations to the Council of the Corporation of the Municipality of Tweed:

10. Delegations, Petitions and Presentations.

- i. Any person, group or organization desiring to address Council shall notify the Clerk, in writing on the delegation request form, during regular business hours. The notice shall clearly specify the business to be presented, who the spokesperson shall be, and the date of the Meeting at which the delegation wishes to be heard.
- ii. A Request for Delegation must be received by the Clerk not later than 4:30 p.m. on the Wednesday immediately preceding the release of the Agenda. Verification of receipt of email submissions within the required time frame will be the responsibility of the sender.
- iii. Every delegation shall provide to the Clerk a detailed summary of the information they wish to share with Council. The detailed summary shall be provided not later than 4:30 p.m. on the Wednesday immediately preceding the release of the Agenda, and the Clerk shall include this information in the Agenda package.
- iv. A delegation shall address Council for a period not exceeding ten minutes during any Council Meeting. Additional time may be provided to any delegation at the discretion of the Chair. A delegation may address Council through one or more spokespersons; the total time for each delegation, whether one or more spokespersons, shall not exceed ten minutes, unless otherwise approved by the Chair.
- v. Petitions presented to Council shall be legibly written or printed and signed by at least one person and filed with the Clerk by the Agenda deadline. The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum of ten minutes.
- vi. Delegations may not be heard more than once on the same subject matter. Any new information on a topic may be provided to Council in writing through the Clerk. The Clerk shall determine whether the new information will be provided to Council in the written form or through an additional delegation.
- vii. Delegations shall not speak to Council Members directly unless recognized by the Chair. The Chair may invite questions from a delegation to Council. All questions shall be addressed through the Chair.
- viii. An individual who has been included in an Agenda as a delegation, and who is unable to attend the Council Meeting, shall, whenever possible, so notify the Clerk prior to the commencement of the Council Meeting.
- ix. Delegations, Petitions and Presentations shall be limited to a maximum of three at any Regular Council Meeting. If more than three requests have been made, the Clerk, in consultation with the Mayor and CAO/Treasurer, shall determine which Delegations, Petitions and Presentations may proceed. Any postponed Delegation requests may be heard at a subsequent meeting.
- x. Any person, group or organization addressing Council at the invitation of Council for information, education or discussion purposes may be considered as a Presentation and may not be subject to the time constraints of Delegations and Petitions

