

Appendix ‘B’ – Summary of Municipal Research

1. DELEGATION & DEPUTATION PROCEDURES

Municipality	Council vs. Committee	Public Speaking Limit	Definition of “Group”	Public Decorum
Aurora	Encourages deputants to appear at Committee first – max 3 deputations per meeting	5 min	N/A	No delegate shall: (a) Speak disrespectfully of any person; (b) Use offensive words or unparliamentary language; (c) Speak on any subject other than the subject for which he or she has received approval to address Council or Committee; or (d) Disobey the rules of procedure or a decision of the Chair or Council.

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Barrie	<p>A deputation shall only be permitted in Council in opposition to a Standing Committee recommendation. A person may only speak once in opposition to a motion.</p> <p>Reference Committee (not Standing Committee).</p> <p>Max 4 delegations per meeting - can only appear once every 3 months.</p> <p>Delegations during closed meetings permitted.</p>	<p>10 minutes + 10 minutes extension may be given.</p> <p>5 min at Reference Committee</p>	N/A	<p>A person addressing a Reference Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual or member.</p>
Brampton	<p>Directs deputants to appear at Committee first unless Council rules otherwise</p>	5 min	N/A	<p>No delegation shall:</p> <ul style="list-style-type: none">(a) speak disrespectfully of any person;(b) use offensive words or unparliamentary language;(c) speak on any subject other than the subject for which he received approval to address; or(d) disobey the rules of order or a decision of the chair.

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Burlington	Encourages deputants to appear at Committee first	Committee - 10 min (Members can extend or shorten) Chair may extend. Council – 5 minutes	Any person, group of persons or organization not being a member of the Council or Committee or an appointed official of the City of Burlington	Attendees at a meeting shall maintain order and quiet and shall not display signs or placards, applaud, heckle, or engage in telephone or other conversation, or any behaviour that may be considered disruptive, inconsiderate, disrespectful, or intimidating to others. i) speak disrespectfully of any person. ii) use offensive words or unparliamentary language. iii) speak on any subject other than the subject for which they have received approval to address Committee/Council. iv) disobey the rules of procedure or a decision of the Chair of Committee or Council.

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London	Not permitted at Council unless otherwise required by law. Standing Committee only.	5 min	N/A	Proper decorum at all times, in order to ensure a safe and respectful meeting environment. all electronic devices are set to silent mode. Can be removed immediately if a safety threat
Mississauga	May appear at Committee or Council. Cannot appear at Council <i>if</i> appeared at Committee.	5 minutes (extended with majority of Council vote) 10 at Committee	N/A	

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Oakville	Can appear at both, but restricted to providing only new information at Council	Individual – 10 minutes Group – 20 minutes with majority vote	Group must be registered with Town	Attendees at a meeting shall maintain order and quiet and shall not display signs or placards, applaud, heckle, or engage in telephone or other conversation, or any behaviour which may be considered disruptive. NO person, except Members and employees of the Corporation, shall be allowed to come within the enclosure formed by the railing between the Members’ chairs and the public seating during a meeting without the permission of the Chair. They publish this info on their agenda
Oshawa	Permitted to appear before both. If deputant did not appear at Committee 2/3 vote required at Council	5 minute with a onetime 2 minute extension (2/3 Council approval required)		
Ottawa	Committee only	5 minute max	none	

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Richmond Hill	Permitted at Council if didn't appear at Committee. Or if appeared at Committee & providing new information, based on Clerk's opinion	5 min, council majority to extend	none	Speak once and not speak disrespectfully about anyone or use offensive language, and shall respect any ruling made by the Chair.
Thunder Bay	Committee only. Clerk is able to deny deputation requests for a number of reasons Deputations received after the cut off, are listed under "new business deputations"	10 minutes	none	No offensive language, no debating with Members of Council. Council can prohibit anyone from making Deputations for a period of time.
Toronto	Not permitted at Council unless otherwise required by law. Standing Committee only.	5 min	No definition – but Committee may hear together all public presentations from one person or from one group on all matters that person or group intends to present on; OR hear public presentations from only one person representing a group or one side of an issue	(1) Not speak disrespectfully about anyone; (2) Not use offensive language; (3) Speak only about the subject on which the committee invited them to make a public presentation; and (4) Obey the procedures by-law and any Chair's ruling.

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Vaughan	<p>Directs deputants to appear at Committee. Not permitted at Council unless Statutory Hearing.</p> <p>Cannot speak to more than one item</p>	<p>5 min</p> <p>10 min for presentations</p>	none	<p>No one may display signs or placards, applaud debating participants, intimidate anyone in attendance, or engage in conversation or other behaviour that disrupts a meeting.</p>
Waterloo	<p>Encourages deputants to appear at Committee first</p>	<p>If registered before 10am on meeting day – 10 min</p> <p>If registered after 10am on meeting day – 5 min</p>	none	<p>i) address Council without the permission of the Council;</p> <p>ii) interrupt any speech or action of the members of Council or any other person addressing Council;</p> <p>iii) display or have in their possession picket signs or placards in the Council Chambers or meeting rooms or within any municipally-owned building used for such purposes.</p> <p>Must turn off devices or put on silent. Cannot engage in private/disruptive conversation</p>

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Whitby	Encouraged to speak at Committee first, then council. If they didn't speak at Committee, 2/3 approval required to speak at council.	10 min for individual or group	Representing 3 people	No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and Committee.
York Region	Both – encouraged to go to Committee. If they went to Committee and coming to Council – they are not listed on council agenda	Individual – 5 min Group – 5 min (unless Council allows extension)	none	No permitted to speak disrespectfully of any person;

2. NEW BUSINESS

Municipality	New Business
Aurora	This section shall contain items which a Member may introduce which were not circulated with the agenda and which, due to their nature cannot be properly presented at a subsequent Meeting of Council or appropriate Committee. Members may raise questions regarding matters that may be appropriate for Staff comment in the form of immediate response or subsequent follow-up. Any New Business/General Information consideration that results in a direction to Staff shall require a Notice of Motion by a Member of Council.
Barrie	Heard at Advisory/Reference Committee level
Brampton	
Burlington	To clarify, a defeated motion can be re-visited at the same meeting through a motion to reconsider and a defeated motion can be revisited at a subsequent meeting by being re-introduced as new business.
London	
Mississauga	
Oakville	New business shall not be considered by Council unless it is of an emergency, congratulatory, condolence nature. Mayor and Clerk must receive in writing prior to item being introduced.
Oshawa	
Ottawa	
Richmond Hill	Must provide in writing 2 weeks in advance; OR if it is time sensitive or an emergency they can provide at the meeting with majority of Council's consent
Thunder Bay	(a) The Clerk shall review and approve, in consultation with the Chair, all requests for presentation of New Business on a Meeting agenda. (b) No item of New Business may be dealt with by a Committee without the consent of a majority of the Members present. (c) All items of New Business shall be written and copied to all Members of the Committee prior to Debate, unless urgent matters arise during a Meeting.
Toronto	Statutory duties or urgent, any new business must explain why it's urgent and clearly articulate why it's urgent.
Vaughan	Matters that may be introduced as "New Business" include matters of a general nature and requests for staff to attend public and/or neighbourhood meetings held after normal working hours. Requests for staff reports for matters raised under "New Business" shall be put over to a future Committee Meeting, allowing adequate time for the preparation and consideration of these reports.
Waterloo	Any items pulled from consent are discussed under new business.
Whitby	Urgent matters that cannot go to Committee first can go to Council.
York Region	

3. RECONSIDERATION

Municipality	Reconsideration
Aurora	6 months - However, notwithstanding the foregoing, any matter that was determined in the negative as a result of a tie vote due to an absent Member of Council may be reconsidered at the next Council meeting via a motion, which has been seconded, to reconsider the matter and it is carried by a simple majority vote of the Members present.
Barrie	6 months
Brampton	No set time - No motion to reopen the question shall be considered again if there has been a previous motion to reopen the question which was not approved by a two-thirds (2/3) majority vote, within the current term of the Council.
Burlington	No set time - No motion shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered, during the term of the Council. a) is debatable. Note that a motion that was adopted can only be reconsidered if it is possible to reverse or modify the action that was authorized by the motion. b) is not amendable. c) requires a majority vote approved by at least two-thirds of the members present, regardless of the vote necessary to adopt the motion being reconsidered.
London	Same meeting - A motion to reconsider a decided matter at the same Committee of the Whole or standing committee or Council meeting at which the original motion was decided must be made by a member who voted with the majority on the original motion. No motion to reconsider a decided matter of Council shall be made more than once in the twelve month period from the date the matter was decided, unless a regular election has occurred following the decision.
Mississauga	1 year
Oakville	
Oshawa	Same meeting and cannot be reconsidered twice in 1 year.
Ottawa	Only at Council – not Committee.
Richmond Hill	6 months - Any Resolution passed or by-law passed by a previous Council in a previous term may be reconsidered by Council at any time after that term has ended, without the need for a Resolution to reconsider.
Thunder Bay	New info will create fresh discussion. Once/council term. Brought up through a notice of motion & placed on next regular or special Council meeting.
Toronto	1 year
Vaughan	4 regular meetings
Waterloo	Not explicit
Whitby	New information 3 months
York Region	1 year

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Aurora	Maintain order and preserve the decorum of the Meeting;	<p>Shall not speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, any Member or any official or employee of the Town</p> <p>Shall not speak on any subject other than the subject under debate</p>	No Member Shall: Engage in private conversation while in the Council Meeting or use electronic devices including cellular phones, personal digital assistants, media players, and pagers in any manner that disrupts the Member speaking or interrupts the business of Council		The Motions for Which Notice Has Been Given shall be included on the next Council agenda for consideration and disposition	<p>Council shall review this By-law within the first six (6) months of the second year of each term of Council.</p> <p>Council shall review the Council Code of Ethics within the first six (6) months of the first year of each term of Council</p>

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Barrie		No member shall speak more than once to a motion or to the same question or in reply for longer than five minutes. With the leave of Council, successive extensions of five minutes may be granted.		<p>No meeting of Council, Standing Committee, Reference Committee or Advisory Committee shall continue past 11:00 p.m. unless one additional hour is approved by a majority of its members.</p> <p>Regular meetings of Council shall be held on alternating Mondays at 7:00 p.m. except during July, when Monday is a holiday, or when otherwise specified by resolution of the Council.</p>		<p>Max 3 presentations/ Council meeting & max 10 meeting in length.</p> <p>Clerk is responsible for maintaining Abeyance List</p>

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Brampton		<p>(1) A member may initially speak on an item of business or motion for five (5) minutes.</p> <p>(2) No member shall speak more than once on an item of business until every member who desires to speak has spoken.</p> <p>(3) Any member, including the mover of the motion, wishing to speak on an item of business a second time may do so for a further five (5) minutes.</p>		<p>Council - two regular meetings each month second and fourth Wednesday. At 12:00 p.m. with closed session business, as required, followed by public session commencing at 1:00 p.m.</p> <p>Standing Committees - first and third each month. At 9:30 a.m. and end no later than 3:30 p.m. don't meet in summer</p> <p>a meeting shall not carry on past 11:55 p.m. (unless a motion to extend)</p>		<p>Once in a closed session, no item may be added to the agenda for that closed session.</p> <p>Any request from a person for an investigation, under the Municipal Act, of whether a Council or Committee meeting or part of a meeting, that was closed to the public, has complied with the relevant provisions of the Municipal Act or this procedure by-law, shall be referred by the Clerk to the Investigator appointed by Council for that purpose.</p> <p>The presence or absence of the</p>

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Burlington	The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee or Council of any ruling of the Chair.			Outlines duties, membership and frequency of each Standing Committee. Council = Monday at 7pm Emergency meetings may be in Oakville, Hamilton or Milton.	Allowed at Council & Committee. Staff reports in the Council agenda, listed as Reports of Municipal Officers, not having been considered by any Committee for adoption by Council, shall constitute notice of motion for the purposes of any relevant motion brought at Council.	Council gets an information package circulated – posted online too

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
London		5 minute speaking limit. Should not be disruptive, use profane or offensive words or insulting expressions.		Must end before 11 pm		
Mississauga		5 min initial limit; chair can allow additional 5 min once all have spoken.		9 am Council or when the Clerk determines best, every 3 weeks Must end before 11pm	Must provide by 4:30 Wed. Before mtg. After 2 successive agendas, motion is deemed withdrawn unless Council decides otherwise. Not allowed at Committee.	Staff delegation of authority during summer months

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Oakville		5 min initial limit unless Council can allow additional time. once all have spoken 5 minutes more		Must end by 11pm - 11:30pm hard stop	List under new business if rec'd by 12 pm Wed one week prior to, otherwise given orally at the meeting	If member asked to leave and doesn't, or doesn't apologize, Chair asks Clerk to call police
Oshawa		Cannot speak for more than 5 minutes, extension granted by Council. Members not allowed to engage in debate with delegates		Mondays 3:30 pm (every 3 weeks)	Required in writing.	Announcements at Council meetings shall be limited to two minutes per Council Member. Dedicated dinner hr at 5:30

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Ottawa	to enforce on all occasions, the observance of order and decorum among the members;	(a) To deliberate on the business submitted to Council; (b) To vote when a motion is put to a vote; and (c) To respect the Rules of Procedure.	the use of cellular phones, audible pagers or any other similar communication device is only permitted in the press gallery section	Council shall be held at 10:00 a.m. on the second and fourth Wednesday. Must adjourn by 7 pm and automatically starts at 10 am on the Friday of the same week.	Written & considered at next regular meeting	All reports intended to be considered in a closed meeting shall indicate either the reporting out date being a date the report can be made public or a legal opinion indicating why the report cannot be made public: Upon resuming public session - Confirmation that no motions were carried <i>in camera</i> . Notice of a report from the Integrity Commissioner or the Election Compliance Audit Committee shall be given at the meeting of Council prior to the meeting

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Richmond Hill		<p>May speak twice on a motion – for 5 minutes each time. 3 minutes on an amendment to a motion.</p> <p>Adhere to all Town policies governing the conduct of Members.</p>	Audio and video recording devices are prohibited during in-camera.	Wednesdays at 7:30 (every 2 weeks)	Not specified - 2 weeks written notice must be provided to the Clerk for inclusion on an agenda	

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Thunder Bay	The Chair may not participate in the Debate on any Motion until all other Members have had at least one opportunity to speak.	Speaking limit is broken down into Committee of the Whole, presentations, etc. No time limit at Committee – but can only ask 3 questions at Council – 10 min, 3 questions, 5 min extension with Council approval & one round of speaking	Shall not: Operate any handheld communication device during a closed Meeting of a Committee, and not use handheld devices for voice communications during a Meeting of a Committee;	Mondays at 6:30pm	Can only be withdrawn with Council's consent	
Toronto	Questions and answers cannot exceed 5 minutes	Questions to the Mayor may not exceed 5 minutes	Nothing explicit		Must provide by 4:30 pm on the day of the agenda deadline	

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Vaughan		<p>Shall not: Use offensive words or un-parliamentary language in or against the Council or against any Member;</p> <p>A Member may speak to the same question for a maximum of five minutes, and, with leave of the Members, may be granted a five minute extension. Can only speak once.</p>	Silent mode	<p>(1) Meetings scheduled to commence at either 11:00 am or 1:00 pm and which are in session at 6:01 pm will be adjourned unless otherwise determined by a vote of two thirds of the Members.</p> <p>(2) Meetings which are scheduled to commence at 7:00 p.m. and which are in session at 12:01 a.m. the following day will be adjourned unless otherwise determined by a vote of two thirds of the Members present.</p>	may not be withdrawn without the consent of the mover and seconder.	Recordings are kept for 90 days by the Clerk

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
Waterloo		5 min speaking limit	Turn off, or silent mode. Do not disturb the meeting.		Added to next regular agenda & If not moved at the meeting for which it is scheduled, by the person who gave notice, it shall be deemed to be withdrawn unless an alternative time for the motion to be debated is given.	Public are only allowed to record with Council or Chair's permission
Whitby		Speak once and for 5 minutes			Anyone can second if seconder is not there.	No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and Committee.

4. GENERAL FEEDBACK

Municipality	Duties of Chair	Duties of Council Member	Council Members Use of Electronic Devices	Meeting Schedule/Frequency	Notice of Motion	Other
York Region		<p>the number of times of speaking shall not be limited unless a Member moves to call the question;</p> <p>(d) no Member shall speak more than once until every Member who desires to speak has spoken;</p>	May use – but not be disruptive		After a motion is moved at the Council meeting it shall be deemed to be in the possession of Council and may not be withdrawn without the consent of the mover and seconder and a majority vote.	