



**Corporation of the Municipality of French River**  
**Corporation de la Municipalité de la Rivière des Français**  
Box 156, 44 St. Christophe Street / CP 156, 44 rue St. Christophe  
Noëlville, Ontario P0M 2N0  
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## **Demande pour être une délégation / Delegation Request Form**

**DATE DE LA RÉUNION / DATE OF MEETING:** \_\_\_\_\_

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Nom / Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adresse/Address: \_\_\_\_\_

Courriel/Email Address: \_\_\_\_\_

Organisation / Organization: \_\_\_\_\_

Téléphone / Telephone: \_\_\_\_\_

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### **Sujet – Topic**

(S.V.P. inclure documentation d'appui à votre demande)

(Please enclose documentation supporting your request)

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\_\_\_\_\_  
Signature du demandeur / Signature of applicant

\_\_\_\_\_  
Signature du Greffier / Signature of Clerk

**La présentation aura un temps limite de 15 minutes.**

**Presentation cannot exceed 15 minutes.**

- d) All amendments to a By-law shall be presented in the form of a resolution and shall be voted on before the By-law is ordered for the third reading. The Clerk shall be authorized to provide a copy of the By-law, as amended, and shall be responsible for its correctness when amended.
- e) Every by-law enacted by Council shall be numbered, indicate the date of passage, be signed by the Mayor and the Clerk, and be affixed with the corporate seal.
- f) A Confirmation By-law shall be passed at each Regular and Special Meeting of Council to confirm the decisions of Council.

#### **4.7 Announcements and Inquiries**

- a) Announcements and Inquiries may be made by Members of Council and the Public with permission of the Chair. This section of the Agenda allows an opportunity to make brief verbal comments, reports such as conference, meeting, event and/or training attendance, announcements of community events and inquiries pertaining to items on the current Agenda for the purpose of clarification only, and shall not be used to table new items that require Council's/Committee's consideration. Inquiries and announcements made by members of the public shall be directed to Council only.
- b) The Announcements and Inquires section of the Agenda may be cancelled, at the discretion of Council, without notice, by resolution passed by two-thirds of the Members present.

#### **4.8 Adjournment**

- a) All regular meetings shall stand adjourned when the Council has completed all items as listed on the Agenda or at 10:00 pm. In the event the business before Council has not been completed by 10:00 pm., then Council, by resolution passed by a majority of the Members present may approve an extension of the meeting to the hour of 10:30 pm. At 10:30 pm. the unfinished business shall be deferred to the next Regular Council Meeting of Council, unless continued by the unanimous consent of all Members present.

### **PART 5 - COMMUNICATIONS, DELEGATIONS AND PETITIONS**

#### **5.1 Written submissions for Council**

- a) Every petition, communication or correspondence intended to be presented to Council shall be delivered to the Clerk by at least 12:00pm six (6) working days prior to the meeting date. If it is not received by the said deadline, it shall be placed on the Agenda of the following meeting. It must be legible and not contain any defamatory allegations and shall be signed by the author(s) and their return mailing address must be noted thereon.

#### **5.2 Petitions**

- a) Petitions may be submitted by residents in accordance with the Municipality's Petition Policy.

#### **5.3 Delegations**

- a) A delegation may be heard at a Committee Meeting or at a Regular Council Meeting provided that the following requirements are complied with:
  - (1) A written request on the prescribed Delegation Request Form is submitted to the Clerk at least six (6) working days prior to the Meeting at which the delegation was requested; and
  - (2) Submission of documentation supporting the request to be presented to Council

- b) The Clerk in consultation with the Mayor, shall make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee or Department Head and shall reply to such delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.
- c) A delegation shall have up to fifteen (15) minutes to make its presentation. The Clerk shall monitor the time at the commencement of the delegation presentation. The Chair shall, at the conclusion of the fifteen minutes, inform the delegation that the time limit has been reached. The time limit may be extended by such amount of time as the Council or Committee deems advisable upon general agreement.
- d) A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization. Delegations are encouraged not to repeat information presented by an earlier delegation.
- e) No more than two (2) delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by the Clerk.
- f) Delegations shall abide by the Rules of Conduct as set out in Section 5.4 and shall:
  - (1) not speak on any subject other than the subject for which they have received approval to address;
  - (2) not enter into cross debate with other delegations, administration, Members or the Chair;
  - (3) not appear for the purpose of publicly announcing a local event; and
  - (4) refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of the Meeting
- g) If a Delegation does not comply with the Rules of Conduct, the Chair may restrict any delegation, any questions of a delegation or debate during a delegation the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.
- h) Upon the completion of a presentation by a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting the presentation. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.
- i) The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:
  - (1) The request is not submitted within the time required in Section 5.3 a);
  - (2) No written submission together with handouts or materials is provided with the request to appear;
  - (3) The subject matter is deemed to be beyond the jurisdiction of Council;
  - (4) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
  - (5) The issue has been or is to be considered by the Committee of Adjustment;
  - (6) Council has previously made a decision on the issue.
- j) In the event a delegation request is refused, the Clerk, in consultation with the Mayor shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.

- k) Despite Section 5.3 a) herein, any person may request to make a presentation to Council at a Meeting, respecting an item on the Agenda provided that:
- (1) The request is made to the Clerk prior to 3:00 pm on the day of the meeting, and
  - (2) The request is approved by a majority of the Members present and if approved by Council or Committee, such delegation shall be placed as the final delegation on the Agenda;
  - (3) Not more than 1 delegation shall be added under the provisions of this article;
  - (4) The subject matter does not pertain to a matter dealt with by Council in Closed Session under the provisions of the Municipal Act.

#### **5.4 Conduct of Members of the Public**

- a) No person at a meeting shall:
- (1) speak aloud at a meeting or address Members without first receiving permission of the Chair to do so;
  - (2) speak disrespectfully of any persons;
  - (3) use profane or offensive words or insulting expressions against the Council or Committee or against any member, staff or guest;
  - (4) resist the rules of Council or Committee or disobey the decisions of the Chair or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;
  - (5) leave his seat or make any noise or disturbance while a matter is being considered or discussed by Council or Committee or while a vote is being taken and until the results of such vote are declared;
  - (6) cause any disturbance to the Council or Committee or staff or guest or any person in attendance;
  - (7) interrupt any member while speaking through speaking out, noise or disturbance;
  - (8) enter the meeting while a vote is being taken;
  - (9) be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or Chair and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules of this By-law.

### **PART 6 - RULES OF CONDUCT AND DEBATE**

#### **6.1 Rules of Conduct and Debate - General**

- a) Council and Committee Members shall govern themselves according to Council's Code of Conduct.
- b) Members shall:
- (1) act in accordance with their Declaration of Office;
  - (2) refrain from speaking to a question or motion, until the Member has been recognized by the Chair, all remarks shall be respectfully made through the Chair,
  - (3) not use indecent, offensive, or insulting expressions, at any time, toward other Members, members of the administration, delegations or members of the public;
  - (4) not speak in a manner that is discriminatory in nature based upon an individual's race, ancestry, place of origin, ethnic origin, creed, gender, sexual orientation, age, colour, marital status or disability;
  - (5) speak only to the subject under debate;
  - (6) not leave their seat, or make any noise or disturbance while a matter is being considered or discussed by Council; while a vote is being taken or until the results are declared;
  - (7) not enter a meeting while a vote is being taken;
  - (8) not disturb another member, staff or guest, or conduct themselves in a disorderly manner disturbing the speaker or the assembly;