

DEPUTATIONS AT COMMITTEE

Council, at its meeting of February 14, 2006, adopted the following:

That the memorandum from the Deputy City Clerk, dated February 3, 2006, entitled "Deputations at Committee", be referred to a Committee of the Whole (Working Session) meeting, as soon as possible.

Attachments

Attachment No. 1 – Memorandum from the Deputy City Clerk, dated February 3, 2006, entitled "Deputations at Committee"

February 3, 2006

To: Mayor and Members of Council

From: Sybil Fernandes, Deputy City Clerk

Copy: Michael De Angelis, City Manager
Janice Atwood-Petkovski, Commissioner of
Legal and Administrative Services
John Leach, City Clerk

Re: **Deputations at Committee**

We have received a few inquiries from various members of Council regarding the protocol with respect to deputations that are listed on a Committee of the Whole Agenda. Specifically, we have been asked whether:

- a. deputations can be moved to the end and dealt with after the consideration of items requiring separate discussion;
- b. deputations can be heard prior to the consideration of items requiring separate discussion but the discussion/debate and decision be made following the consideration of items requiring separate discussion.

As you know our Procedure By-law Number 400-2002 does contain the following provision:

Section 3.3 (3)

Deputations may address Committee of the Whole on an item not listed on the agenda by requesting, in writing, by noon on the Wednesday 12 days prior to the meeting, that the Clerk place their name in deputation on the agenda for the particular speaking meeting and such request shall state the nature of the matter to be presented by the spokesperson.

Further, Section 3.3. (4) states that "persons allowed to address Council or Committee other than deputations in respect to a statutory hearing shall be limited in speaking to not more than (5) minutes..."

In order to avoid a considerable amount of time being spent on such deputations Council may wish to consider the following process:

1. Give the deputant 5 minutes to address Committee on his/her particular issue.
2. Ask the deputant any questions for clarification or additional information as may be required.
3. (a) Receive the deputation and refer it to staff; or
(b) Receive the deputation and refer it to staff to provide a report to a specific meeting date;
or
(c) Receive the deputation if Committee does not wish to take action on the matter.

memorandum

Since our Procedure By-law, Section 5.8, lists the Order of Business for Committee of the Whole, any change to the listing of items on an agenda would require notice of a public meeting in compliance with the City's Notice By-law.

Should you require any further information please do not hesitate to contact me.

Sybil Fernandes
Deputy City Clerk
Ext. 8628