

**THE CORPORATION OF THE TOWN OF PENETANGUISHENE
SCHEDULE "B2" TO BY-LAW 2011-100, SCHEDULE "A"**

**Being a By-law of The Corporation of the Town of Penetanguishene to Govern the
Proceedings of Council and its Committees (Procedure Manual for Council/Committees)
and to Repeal By-law 2011-23 as amended and all Amendments to the Same**

Deputations by the Public

Forum for Deputations by the Public

All deputations shall take place at a Regular Council meeting or a Section Committee Meeting. Deputations may be scheduled at a Special Council meeting only if the Deputation pertains to a matter under discussion at the Special Council meeting.

The Town Clerk, in consultation with the Mayor/Chair and/or C.A.O., shall have the authority to determine the meeting at which a deputation will be scheduled, having regard to time sensitive issues.

Subject Matter

The subject matter of deputations must be a matter within municipal jurisdiction.

The Town Clerk, in consultation with the Mayor/Chair and/or C.A.O., shall have the discretionary authority to determine whether the subject matter is appropriate and to approve/deny a request based on the same.

Where a deputation does not correspond to the description on the deputation request the Mayor/Chair may terminate the deputation immediately.

Council, through the Town Clerk, reserves the right to deny a deputation request where the nature of the deputation includes matters within Section 239 of the Municipal Act or matters covered by the Municipal Freedom of Information and Protection of Privacy Act.

Limitation on Number of Delegations

Any person/organization shall be limited to two (2) deputations in a calendar year on the same subject matter.

Request to Appear as a Deputation

Persons desiring to present information on any matters, or make a request of the Council or a Committee, are required to give written notice to the Town Clerk's Department by 12:00 noon on Wednesday prior to a Council or Committee meeting.

Such notice shall state the purpose of the deputation and provide a detailed specific outline of the subject matter of the deputation including all supporting documents. Persons that do not provide a detailed specific outline of the subject matter will not be listed on the agenda.

The Town Clerk shall have the discretionary authority to determine whether sufficient detail has been provided and to approve/deny a request based on the same.

Except as provided for within the content of this By-law, or as may be permissible under the authority of other legislation, a person not a member of Council shall not be allowed to address Council or a Committee except upon the approval of the Chair.

Time Limits

Deputations shall be limited in speaking to not more than ten (10) minutes, except that a deputation consisting of more than two (2) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

Council or a Committee may ask questions, or seek additional information from the speaker beyond the ten (10) minute time limit.

Process during Meeting

Council or a Committee may not respond to a deputation during the meeting at which it occurs.

Members of Council or a Committee may seek clarification from the speaker, but will not enter into a debate or discussion on the subject matter of the deputation.

**THE CORPORATION OF THE TOWN OF PENETANGUIHENE
SCHEDULE "B3" TO BY-LAW 2011-100, SCHEDULE "A"**

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Presentations

Forum for Presentations

All presentations shall take place at a Regular Council meeting or a Section Committee Meeting. Presentations may be scheduled at a Special Council meeting only if the Presentation pertains to a matter under discussion at the Special Council meeting.

Presentations, as may be requested by Council or the Town Clerk in order to obtain advice or information, may be scheduled, with regard for the nature of the presentation, at any meeting.

Presentations of awards or mentions of merit to Council, Staff or members of the public shall be scheduled at the discretion of the Town Clerk in consultation with the Mayor.

The Town Clerk, in consultation with the Mayor/Chair and/or C.A.O., shall have the authority to determine the meeting at which presentations will be made.

Request to Provide a Presentation

Persons requested to make a presentation on any matters are required to confirm their attendance with the Clerk's Department by 12:00 noon on Wednesday prior to a Council or Committee meeting.

Such notice shall include a copy of the presentation. Individuals that do not provide a copy of the presentation may not be listed on the agenda.

The Town Clerk, in consultation with the Mayor/Chair and/or C.A.O., shall have the discretionary authority to determine whether sufficient detail has been provided.

Time Limits

Presentations shall be limited in speaking to not more than twenty (20) minutes.

Council or a Committee may ask questions, or seek additional information from the speaker beyond the time limit.

Presentations may be subject to extended time limits as determined by the Town Clerk in consultation with the Mayor/Chair and/or C.A.O.