

County of Essex Policy and Procedures Manual

Delegations to County Council Policy

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Office of Responsibility:	Legislative and Community Services
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1.0 Introduction

This Delegations to County Council Policy (the "**Policy**") establishes the process that governs requests for Delegation status at meetings of County Council and sets out the conditions under which presentations are to be made.

2.0 Scope

This Policy applies to all requests for Delegation status from all sources (i.e. organizations, interest groups, individuals, etc.).

3.0 Definitions

For the purpose of this Policy, and to provide context for this Policy, in addition to terms defined in the body of this Policy above, the following terms shall have the following meanings, and shall be used to assist in the interpretation of this Policy:

"**CAO**" means the Chief Administrative Officer of the County, or in the absence of the CAO, the designate of the CAO.

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“**Clerk**” or “**County Clerk**” means the Clerk appointed by Council from time to time, or, in the absence of the Clerk, the duly appointed Deputy Clerk acting in place of the Clerk.

“**Council**” means the Council of the County of Essex.

“**Delegation**” means any entity, individual, or group that wishes to present to County Council at a meeting of Council.

“**Member**” means a member of Council, a Committee of Council, and/or a local Board of the County.

“**Warden**” means the head of Council, or, in the absence of the Warden, the designate of the Warden for the meeting of Council in question.

4.0 Purpose

This Policy is intended to provide a clear outline of the process for applying to be a Delegation at a meeting of County Council.

It is important to note that not all requests made under this Policy will result in a Delegation being approved.

5.0 Policy

- 5.1 A request for Delegation status shall only be considered for inclusion on a County Council agenda if all of the following conditions are met:
- a) The request is made in writing, and is received by the Clerk by 12:00 noon on the Friday preceding the Council meeting (noon Thursday if Friday is a Holiday).
 - b) The request for Delegation status outlines the purpose of the Delegation’s appearance before County Council and the full name, address, phone number and other relevant contact information for all individuals who are included in the Delegation request.
 - c) The subject matter and nature of the Delegation’s request falls within the jurisdiction of the County as a municipal government.

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- d) The Delegation agrees to abide by the terms of this and other County policies and procedures.
- 5.2 The following protocol will be used to determine if it is necessary for an Administrative Report to accompany any information provided by a delegation:
- a) Once the Clerk has concluded that the subject matter of the Delegation does fall within the jurisdiction of the County, the Clerk shall forward a copy of the written submission to the CAO to determine if an Administrative Report should accompany the delegation submission for the agenda. The CAO will determine if an Administrative Report is required, which Department Head shall report on the issue if deemed necessary, and the timing of that report and delegation. The Clerk shall advise the delegation accordingly.
 - b) Where the matter is determined to fall outside of the scope and responsibility of County Council, the Clerk shall notify the applicant that the request for Delegation status has not been approved and that the Delegation should seek an audience with the most appropriate board, commission, agency, or Provincial or Federal Government for consideration, where applicable.
- 5.3 If the Delegation is approved for presentation to Council, the Clerk will notify the applicant that their request for Delegation has been approved.
- 5.4 The following requirements apply to reference materials of Delegations intended for County Council:
- a) Any Delegation wishing to have documentation included in the Agenda for the meeting of County Council must provide an electronic copy of the documentation to the Clerk, in a format deemed suitable by the Clerk, by no later than 12:00 PM on the Friday preceding the Council meeting (12:00 PM Thursday if Friday is a Holiday) at which the Delegation is scheduled to attend.
 - b) Delegations will take reasonable measures to ensure that any and all presentation materials provided comply with the general principles of accessible document formats under the Integrated Accessibility Standard Regulation and shall

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consult with the Clerk ahead of the deadline for submission of documentation to ensure compliance can be achieved.

- c) Printed materials intended for circulation at the meeting of County Council shall be provided to the Clerk no later than 12:00 PM on the Friday preceding the Council meeting (12:00 PM Thursday if Friday is a Holiday) at which their delegation is scheduled to attend. Delegations shall, in advance of the meeting, provide a minimum of 25 copies of each document intended to be distributed, failing which materials will be circulated electronically only.
- d) Delegations wishing to make an electronic presentation during the County Council meeting shall advise the Clerk at the time of submitting the request for Delegation status and shall provide the presentation no later than 12:00 PM on the Friday preceding the Council meeting (12:00 PM Thursday if Friday is a Holiday) or it will not be permitted to be shown at the meeting.

5.5 The procedures to be followed during the Delegation portion of the meeting of County Council, but subject to anything to the contrary in the County's Procedure By-law, are set out as follows:

- a) Each scheduled Delegation approved by the Clerk for appearance on the Agenda of the meeting of County Council shall only be heard upon a Motion of Council permitting the Delegation to proceed. Failing approval of the Delegation by a Motion of Council, the Delegation shall not be entitled to present at the meeting of County Council.
- b) Presentations shall be made in-person, from the delegation desk in Council Chambers, unless an electronic meeting is scheduled, and/or upon approval of the Warden for the Delegation to present from a remote location.
- c) Delegations shall respect the specified procedures, as to protocol and time.
- d) Each Delegation to County Council shall be limited to ten minutes in total regardless to the number of people within the Delegation.

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- e) Where there are numerous Delegations listed for the same agenda item, or taking the same position on a matter, they shall be encouraged to select a spokesperson to present their collective views.
 - f) Delegations are not to repeat information presented by an earlier Delegation, with concise presentations being encouraged.
 - g) The Warden, at the conclusion of the ten minutes, shall inform the Delegation that the time limit has elapsed and the delegation shall conclude.
 - h) Only upon a resolution of Council can the ten minute time limit be extended.
 - i) Upon completion of the presentation portion of the Delegation, the Warden will open the floor to questions from the Members of County Council. The Delegation, in responding to any question, should address the question only and refrain from using the opportunity to extend their presentation.
- 5.6 Should the Delegation request or call for action on the part of County Council, such action shall be considered in accordance with the County's Procedure By-law.
- 5.7 Personal information collected from Delegations is authorized under the County's Procedure By-law and will be used to contact individuals and/or organizations requesting an opportunity to appear as a Delegation before Council. The name and address of the individuals and/or organizations requesting to appear as a Delegation before County Council may be published as part of the meeting agenda which is also posted on the County Website located at <http://www.countyofessex.ca>. Any questions about this collection of information should be directed to the Clerk.
- 5.8 Any presentation by a Delegation in progress, deemed to be inappropriate by virtue of content or comment, may, upon motion of County Council or by action of the Warden as the Head of Council, be prohibited from continuing to conclusion. Such an action shall normally follow a caution to the Delegation that the presentation, as offered, is inappropriate.

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5.9 In accordance with all County Policies and Procedures, including the [Public Conduct Policy](#) and [Visitor Policy](#), Delegations shall respect the decorum of County Council and refrain from public outbursts, shouting, or behaviour intended to disrupt the debate, discussion and/or general proceedings of the meeting of County Council. The Warden may request that members of the public vacate the Council Chambers or meeting room if their behaviour is deemed to be disruptive to the business at hand. The Warden may unilaterally suspend the meeting until order is restored in the Council Chambers or meeting room.

5.10 The display of placards and signs is not allowed in the Council Chamber/meeting room.

Exceptions

5.11 Any Delegation which appears before County Council at the request of County Council, or with prior approval based on acceptable rationale, may exceed the time constraints set out in this policy. Despite the exception, all Delegations, shall have regard for the total Council Agenda and shall be as concise as possible.

5.12 In the event a request for Delegation status is made to the Clerk after the deadline of the Friday preceding the meeting (12:00 PM Thursday if Friday is a Holiday) but prior to 12:00 PM on the date of the meeting the Delegation wishes to appear at, the Clerk will bring the request to the attention of County Council. County Council may, by way of resolution and a 2/3 vote in favour, decide to allow the Delegation to be heard. The Clerk shall notify late applicants of this procedure. There will be no presentation materials projected/displayed or circulated without prior review and approval by the Clerk.

5.13 Applicants who submit after the late exception deadline of 12:00 PM on the meeting date, will have their request denied by the Clerk. Denied applicants may be offered an alternate means to contact Council, including the submission of presentation materials for circulation, or an alternate delegation date in the future, should an opportunity arise.

5.14 For meetings that are outside of the Regular County Council Meeting schedule, or that are Special Meetings such as pertains to the Official Plan, Strategic Plan or Public Consultation meetings, etc., the Clerk, in consultation with the Warden and CAO, may amend the

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time limit for Delegations as deemed appropriate for circumstances and the agenda content.

6.0 Responsibility

- 6.1 It is the responsibility of anyone contacted on behalf of the County, including elected officials, appointed officials, and members of Administration, to refer any and all requests for Delegations before County Council to the Clerk for disposition in accordance with this Policy.
- 6.2 It is the responsibility of the Clerk to advise the CAO and Warden of requests for Delegation status received and to respond to any request for Delegation status in the manner set out in this Policy.

7.0 Related Documents and Legislation

- County of Essex Website: [Delegation Request Form](#)
- 2023-003 - Public Conduct Policy
- 2023-002 - Visitors Policy
- 2023-004 – Trespass to Property Policy
- 2024-26 - Procedure By-law

8.0 Summary of Amendments

Date	Amendment(s)
1995-07-15	Policy approved by Executive Committee Meeting of July 6, 1995. Adopted by County Council July 19, 1995. Resolution 187/95
2013-04-17	Council Report 2013-R004-CS-0417-MB updated policy. Council approved policy by resolution 102-13.
2024-12-04	Amended language to reflect agenda publishing schedule, and to provide clarification for deadlines.

Appendices

None