

# Bruce County Council Delegation Protocol

The County's Procedural By-law sets out the rules for how, when and where meetings of Council and Committees are conducted. (The following information can be found in Section 14 of the Procedural By-law, 2024-055)

## Deadlines:

- A delegation must be requested at least seven business days before the meeting
- Written materials should be submitted with all delegations, and are required at least five business days before the meeting

## Time Limits:

- No more than 10 minutes - it doesn't matter how many people are in your group presenting, the total delegation time is 10 minutes for your presentation.

## Restrictions:

- Repeat delegations on the same topic are not permitted. If you want to present to Council/Committee again about the same issue, it must be new information presented only, not a repeat of the previous information/request.
- Delegations will not be allowed for the following topics:
  - Tenders or requests for proposals
  - Labour relations
  - Legal issues (by-laws, litigation, etc.)
  - Insurance claims
  - Contract negotiations;
  - Development applications or amendments which have already been considered at a public meeting (held under the Planning Act);
  - A subject that is beyond the jurisdiction of Bruce County.

## Decorum Requirements:

- All delegations to Council are expected to be respectful and courteous
- Make sure that the information you are presenting is correct and factual, and based on accurate information and not speculation or conjecture

The Clerk of the County reserves the right to refuse delegations considered to be inappropriate for presentation to Council (Section 14.9). If a delegation request is denied, you may request an appeal to the Warden for a final decision. Contact the Clerk's office for more information: [clerk@brucecounty.on.ca](mailto:clerk@brucecounty.on.ca) 519-881-1291.

