

SCHEDULE "A" TO BY-LAW 2023-089 - DELEGATIONS, PETITIONS, AND COMMUNICATIONS

A Guide to Communicating with Council

Township Council encourages members of the public to express their views and concerns on governance issues to Township Council.

The Township of Muskoka Lakes is committed to ensuring that members of the public have prompt, efficient, fair, and effective opportunities to contact and communicate with members of Council.

Presenters shall respect the formal nature of Council meetings and abide by the underlying parliamentary principles associated with dignity and decorum in public meetings. Specifically, presenters shall refrain from making negative or inappropriate references to any individuals or groups, including by not limited to members of Council or Committee, Township Staff, civic group or agencies or other citizens of the Township of Muskoka Lakes and shall use polite, professional and respectful language.

1. Council Correspondence
 - 1.1. Any correspondence received from a public entity, association or government organization will be listed as Correspondence on the next appropriate meeting agenda.
 - 1.2. Letters or electronic mail containing profanity or submitted anonymously will not be circulated or responded to.
 - 1.3. With the exception of planning application correspondence, all Council correspondence received by the Township is submitted to Council via the Clerks Department.

2. Invited Presentations
 - 2.1 Council or Committee may invite specific persons, experts, organizations, or groups to make a public presentation to any meeting open to the public on any matter within its jurisdiction.
 - 2.2 The Chair, or staff member with approval of the Chair, may request that the Clerk place on the agenda an invited presentation no later than five (5) full business days prior to, and not including, the date of the meeting.
 - 2.3 The time limit for each Invited Presentation shall be as determined by the Chair.

3. Delegations
 - 3.1 The public may request to make a delegation at any open meeting of Council or Committee on any matter within its mandate seven (7) days prior to, and not including the date of, the Township Council or Committee meeting.
 - 3.1.1. All delegation requests shall be submitted to the Clerk by email, regular mail, fax or in person in the prescribed manner as approved by the Clerk.
 - 3.2 All delegation requests shall only appear on an agenda upon approval of the Chair and Clerk.
 - 3.3 Delegates shall be limited to not more than five (5) minutes.
 - 3.4 Delegates appearing before Council or Committee shall provide a copy of their presentation and all materials to the Clerk to be placed in the agenda no less than five (5) business days prior to, and not including the date of, the Township Council or Committee meeting.
 - 3.4.1 Unless approved by the Clerk, any presentations and materials received after this time will not be accepted.
 - 3.4.2 For environmental considerations, paper materials shall be discouraged.

- 3.5 Delegates shall:
- a. Not speak disrespectfully;
 - b. Not use offensive language;
 - c. Speak only about the subject as approved on the Agenda;
 - d. Obey the Procedural By-law and any ruling from the Chair.
- 3.6 The Chair may end a delegation if there is disorder or a failure to follow the rules.
- 3.7 If the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw from the delegation table.
- 3.8 No delegate shall be permitted to speak on a matter that is not within the jurisdiction of the Council or Committee. The Clerk and CAO will determine if a matter is within the jurisdiction of Council or Committee.
- 3.9 The Chair has the authority to deny a delegation request:
- a. If it is in contravention to other legislation or contractual obligations;
 - b. In order to not give one person or group an unfair advantage over another person or group;
 - c. If the delegate, or group they are representing, has already delegated on generally the same subject within a 12-month period;
 - d. If the delegation is with the sole purpose of generating publicity or promotion for a for-profit organization/business.
4. Public Comment
- 4.1 Any member of the public may request to make comment on any open meeting of Council or Committee matter that is listed on the agenda up to twenty-four (24) hours prior to the start of the Township Council or Committee meeting.
- 4.1.1 All requests shall be submitted to the Clerk by email, fax or in person in the prescribed manner as approved by the Clerk.
- 4.2 Public comment shall be limited to not more than five (5) minutes.
- 4.3 Members of the public appearing before Council or Committee shall provide a copy of any presentation materials to the Clerk at the time of their request.
- 4.3.1 Unless approved by the Clerk, any presentation materials not received prior to the start of the meeting will not be accepted.
- 4.3.2 For environmental considerations, paper materials shall be discouraged.
- 4.4 Applicants or their agents or representatives may speak to a planning application file on a Planning Committee Agenda, that does not fall under a statutory public hearing, without submitting a public comment request.
- 4.5 Public Comments shall adhere to sections 3.5, 3.6. and 3.7 of Schedule "A" to this by-law.
- 4.6 The Chair has the authority to deny a delegation request:
- a. If it is in contravention to other legislation or contractual obligations
 - b. If the comments are with respect to a by-law on a Council Agenda that has already been discussed at the Committee level and in the absence of new information or developments as determined by the Chair;
 - c. If the comments are with respect to a set of Committee minutes before Council for ratification in the absence of new information or developments as determined by the Chair;

- d. If the request is not specific to the Agenda Item.

5. Rules for Non-Statutory Hearings (Public Meetings)

- 5.1 During a Non-Statutory Hearing (Public Meeting) portion of a meeting where Council or Committee has called for input from the public on a specific matter, delegations may be permitted from the gallery without prior registration.
- 5.2 All communications about a matter on a meeting agenda that the Clerk receives, becomes part of the public record.
 - 5.2.1 Personal information and opinions in communications are part of the public record, unless the author of the communication requests the removal of his or her personal information when submitting it or the Clerk determines the personal information contravenes the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.
- 5.3 The Chair may end a presentation if there is disorder or a failure to follow the rules.

6. Petitions – Communication

- 6.1. An organizer of a public petition may deliver the petition in person or send it by mail, fax, or e-mail to the Clerk and must:
 - a. Be in legible handwriting, in printed form, or in printable form;
 - b. Contain a contact name, mailing address and telephone (or email) of the organizer for confirmation;
 - c. Contain a statement or position that the signatories are supporting on each page;
 - d. Contain each petitioners name (printed), address and signature;
 - e. Not contain any obscene or improper matter or language.
- 6.2 Only those petitions which pertain to matters under the jurisdiction of Council or Committee shall be received.
- 6.3 The Petition will be summarized and added to a subsequent agenda in the following manner: Group or Name, Statement and number of signatures.