



Request for Delegation Form

Person(s) to Appear:

Preferred Date: _____ Alternate Date: _____

Name

Title/Organization

Telephone No.'s (Bus.) (Res.)

General Outline of Subject Matter (10 Minutes allotted for Delegation):

Written submission together with handouts or material submitted with request:

Person requesting appearance (if different from those appearing):

Name

Title/Organization

Telephone No.'s (Bus.) (Res.)

Mailing address:

I would like to use projector laptop

** Anyone that has submitted a Microsoft PowerPoint presentation with their request will be required to provide an electronic version 48 hours in advance of the meeting to the Clerk's Department as otherwise you will NOT be permitted to make a PowerPoint presentation.

Date Submitted

Signature of Person Requesting
Appearance

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Reminder: A written/signed letter, handouts or materials must be provided to the Clerk's Department six working days prior to the meeting. Additional material may be circulated / presented at the time of the delegation. Scheduling will be at the discretion of the Clerk, and will be confirmed. There are no guarantees that by requesting a certain date(s) that prior commitments may deem it necessary to look at an alternate date.

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Disclaimer: Please note that submission of this form does not guarantee the approval of your request for a delegation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.

Section 11 - Delegations (From Procedure By-law)

11.1 Delegation - Request

Any person who wishes to appear before Council shall, on the prescribed "Request for Delegation" form at least six (6) working days preceding the Meeting. The form, together with handouts or material must be submitted with the written application and shall be copied and distributed as "delegation" submissions to Council Members. The CAO and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Department Head.

11.2 Delegation - Reply to Request

The Clerk in consultation with the CAO, shall reply to such delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.

11.3 Delegation - Limits

- (1) A maximum of no more than ten (10) minutes shall be allotted for each delegation. A five (5) minute extension to speak may be decided, without debate, by a majority of Council/Committee Members present. A maximum of two (2) persons are permitted to address the Members for each delegation. Delegations are not to repeat information presented by an earlier delegation. The time limit shall be strictly enforced and the Chair shall after fifteen (15) minutes inform the delegation that the time limit has expired.
- (2) Presentations such as consultant's reports or deputations which are made at the request of Council (ie Regional employees, Conservation Authorities) are not considered to be the same as Delegations and are not subject to the said time limit.
- (3) Upon the completion of a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information. Members shall not enter into debate with the delegation respecting the presentation.

11.4 Delegation - Limit per Meeting

No more than three (3) delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by the Clerk.

11.5 Delegation - Conduct

Delegations shall abide by the Conduct at Meetings set out in Section 15 and shall:

- (1) not speak on any subject other than the subject for which they have received approval to address;
- (2) not enter into cross debate with other delegations, administration, Members or the Chair;
- (3) not appear for the purpose of publicly announcing a local event; and
- (4) refrain from public outbursts, shouting, or behavior intended to disrupt the discussion and/or general proceedings of the meeting.

11.6 Delegation - Restrictions

The Chair may restrict any delegation, any questions of a delegation or debate during a delegation, for disorder or any other breach of this By-law and, if the Chair rules that the delegation is not in compliance with this By-law, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.

11.7 Delegation - Refusal

The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:

- (1) The request is not submitted within the time required in Section 11.1;
- (2) No written submission including the handouts or materials is provided with the request to appear;
- (3) The subject matter has already been discussed within the past twelve (12) months;
- (4) The subject matter is deemed to be beyond the jurisdiction of Council;
- (5) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
- (6) Council has previously made a decision on the issue.

11.8 Delegation – Reason for Refusal

In the event a delegation request is refused, the Clerk, in consultation with the CAO shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.