



Appendix "A" - Request for Delegation Form



Person(s) to Appear: _____

Preferred Date: _____ Alternate Date: _____

Name Title/Organization Telephone No.'s (Bus.) (Res.)

Horizontal lines for contact information

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

Horizontal lines for subject matter outline

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.)

Horizontal lines for person requesting appearance

Mailing address:

Horizontal lines for 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



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.



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.



PART 12 - DELEGATIONS

12.1 Which Body to Hear Delegations

A delegation may be heard at a Council Meeting or Committee.

12.2 Request for Delegation

Any person who wishes to appear before Council shall, on the proper form make written application to the Clerk at least six (6) working days preceding the Meeting. A written submission, together with handouts or material must be submitted with the written application to appear 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.

12.3 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.

12.4 Delegation - Time Limit for Speaking

A maximum of ten minutes shall be allotted for each delegation to present his/her information or support or oppose a township matter. A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization. Delegations are encouraged not to repeat information presented by an earlier delegation. The ten minute time line shall be strictly enforced. The Clerk shall observe the time at the commencement of the delegation presentation. The Chair shall, at the conclusion of the ten minutes, inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a verbal motion to extend the ten minute limit, adopted by a majority of the Members present, shall the ten minute limit be extended.

12.5 Delegation - Limit per Meeting

No more than four delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by administration.

12.6 Conduct for Delegation

Delegations shall abide by the Rules of Conduct set out in Part 16 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

12.7 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 Part 16 of 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.

12.8 Completion of Delegation

Upon the completion of a presentation by a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting the presentation.

12.9 Refusal of Delegation

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 12.2;
- (2) No written submission together with handouts or materials is provided with the request to appear;
- (3) The subject matter is deemed to be beyond the jurisdiction of Council;
- (4) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
- (5) Council has previously made a decision on the issue.

12.10 Refusal of Delegation - Clerk to give Reason

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.

12.11 Request for Delegation - Special Provision

Despite Section 12.2 herein, any person may request to make a presentation to Council at a Meeting, respecting an item on the Agenda provided that:

- (1) The request is made to the Clerk prior to 12 noon prior to the day of the meeting, and
- (2) The request is approved by a majority of the Members present and if approved by Council such delegation shall be placed as the final delegation on the Agenda;
- (3) Not more than 1 delegation shall be added under the provisions of this article, unless the majority of Council approves an additional delegate;
- (4) The subject matter does not pertain to a matter dealt with by Council in Closed Session under the provisions of the *Municipal Act* 2001, S.O. 2001,c 25 as amended.