



Instructions for Delegation to Council or Committee

Pursuant to the Procedure Bylaw of Council, all requests to make a Delegation shall be scheduled at each Regular Meeting of Council or scheduled Special Meetings of Council or a Committee Meeting.

Please Note: *Delegations-Are Limited to A Maximum Of Ten (10) Minutes

Instructions on Requesting a Delegation

1. Any person desiring to address the Council or Committee shall complete the request form prescribed for Delegation under Schedule A1, and submit to the Clerk no later than the Monday, 9 days prior to meeting at Four o'clock (4:00 p.m.) The form should be legibly printed by hand, but the preferred method is a fillable electronic format. The delegation request form shall not contain any defamatory statements, allegations, inferences, impertinent, disrespectful or improper matters, or deemed by the Clerk to be an affront to the dignity of Council/Committee or staff. If a request form is received after the deadline date or if the Agenda is deemed full, the request may be considered at the next scheduled Meeting.

2. Related or background information shall also be provided at the time of submitting the request and/or by the deadline. Such material shall be included in the agenda for review before the Meeting. The delegation materials shall not contain any defamatory statements, allegations, inferences, impertinent, disrespectful or improper matters, or deemed by the Clerk to be an affront to the dignity of Council or Committee or staff. If not all supporting documents are received by the deadline then the delegation will not appear before Council or Committee at that meeting.

At the Meeting

All Delegations shall be scheduled immediately following Presentations, or immediately following Adoption of Minutes. The Chair will invite individual(s) making the Delegation to speak on their issue(s). Delegations are limited to Ten (10) minutes, but may be extended at the discretion of the Chair. The delegation shall not contain any defamatory statements, allegations, inferences, impertinent, disrespectful or improper matters.

Following the Delegation, **only** Members of Council or Committee or staff may ask questions for clarification. The Delegate is not permitted to speak to the gallery. Upon closure of the discussion, Council or Committee shall receive the Delegation for information purposes. If a request for action on the part of Council or Committee is made, the matter will be introduced at a future meeting or referred to Administration or Committee, if applicable for future report or further advice.

Individuals who submit information to Council should be aware that any personal information contained within their communications may become part of the public record, made available through the Council Agenda process.



SCHEDULE B - DELEGATION REQUEST FORM

Council or Committee Meeting
Date Requested:

Date:

Applicant Name
(and title if applicable)

Organization Name
(if applicable)

Address:

Telephone of contact person:

E-mail address:

Please Note: All Delegations are limited to ten (10) minutes

Subject Matter of
Delegation:

Purpose of
Delegation
/Petition:

Note: If requesting action of Council, you **must** detail all information necessary to inform Members of Council or Committee of your request. If necessary, add a separate sheet and attach.
Information only
Requesting funding
Requesting letter of support
Other (provide details)

Name of individual(s)
giving the delegation
(max 2 speakers)

1.
2.

Documentation to be
provided:

Please outline the type of information to be forwarded:

Handouts
Power-Point presentation
Publication in the Agenda (one original or electronic copy) must be provided to the Clerk no later than 4:00 p.m. 9 days prior to the meeting. Council Meeting deadline is Mon. at 4p.m.

Technical
Requirement

Flipchart Television Screen Other (provide details)

By typing my name, I, _____ understand and agree to the
procedures for a Delegation as detailed within this Schedule and agree to abide by them.

Date: