



# Delegation Request Form – Council and Committee

A delegation is an opportunity to appear before Council or Committee of the Whole concerning an item on the agenda prior to Committee or Council's consideration of the matter. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the Town Clerk and can be dropped off or mailed to Town Hall, Attn: Town Clerk, 10 Robert Street West, Penetanguishene ON L9M2G2; faxed to 705-534-3743 or emailed to [scooper@penetanguishene.ca](mailto:scooper@penetanguishene.ca)

### Delegate Information

Last Name:  First Name:

Street Number:  Street Name:

Town/City:  Postal Code:

Email Address:  Contact Number:

### Meeting Information

Please select which Meeting type you would like to delegate:

- Committee of the Whole
- Council Meeting

Meeting Date Requested: \_\_\_\_\_

Please state the purpose of the delegation (subject matter must be concerning an item on the Agenda):

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Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are digitally recorded and available on the Town's YouTube channel. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordination at 705-549-7453

## Engaging Council through a Delegation

A delegation is an opportunity to appear before Council or Committee concerning an item on the agenda prior to Committee or Council's consideration of the matter.

Council welcomes and encourages public input. A person may appear before Committee of the Whole or at a Council Meeting as a Delegation concerning an item on the agenda. A person wishing to make a delegation shall submit a request to the Town Clerk. It is preferred that the request to delegate is provided before **12 noon on the Wednesday prior to the requested meeting.**

### Excerpt from By-law 2017-86 By-law to Govern the Proceedings of Council and its Committees (Procedure Manual for Council/Committees)

- 7.8.1 Presentations addressing matters relevant to the Town and seeking to provide information or receive input from Council or Committee shall be permitted from any local board or similar authority including relevant agencies, boards, commissions as well as other levels of government and Town staff subject to the provisions outlined in this section.
- 7.8.2 Presentations may be permitted provided that the presenter or his/her representative has requested and been granted status from the Clerk by the Tuesday before a meeting, by 1:00 p.m.
- 7.8.3 Persons wishing to address Council or Committee as delegations to an item of business on an agenda shall provide written notice to the Clerk by the day of the meeting at 10:00 a.m.
- 7.8.4 The Clerk shall not register a delegation unless there is a specific item listed on the agenda to which the delegate has a bona fide interest and wishes to address Council or Committee.
- 7.8.5 Delegation requests received after the Tuesday preceding the meeting, but before 10:00 a.m. on the day of the meeting, may not be registered on the meeting agenda but shall be included on a list of additional delegations and provided to the members by the Clerk.
- 7.8.6 Delegation requests received after 10:00 a.m. on the day of the meeting will only be permitted by a majority vote of the members present at Council or Committee. Where the matter has previously been considered at Committee, members shall consider whether extenuating circumstances would support approving new delegation requests recognizing that all parties to the original discussion may not be present and provided the opportunity for further discussion.

Delegations will be permitted without prior registration during any public meeting as required by legislation.

Each person appearing in delegation shall be permitted to speak only once on the topic for a maximum of ten (10) minutes unless the matter has been previously considered by Committee, in which case delegations shall be limited to a maximum of five (5) minutes and delegates are requested to confine their delegation to information that was not available when the matter was previously considered.

- 7.8.9 The speaking time for any delegation at Council or Committee may only be extended by majority vote of the members present.  
  
Where there are numerous delegates wishing to address the same matter, the Presiding Officer, after consultation with the Clerk, shall have the authority to reduce the delegation speaking time limit to enable every delegate the opportunity to address Council or Committee. Where possible, multiple delegates are encouraged to select one spokesperson to present their views within the allotted time frame.
- 7.8.11 Delegations shall abide by the rules of procedure and public conduct at meetings and shall accept any decisions of the Presiding Officer and not enter into cross debate with members, other delegations or staff.
- 7.8.12 The Presiding Officer may limit any delegation, questions of a delegation and/or debate during a delegation for disorder or any other breach of this by-law and, if the Presiding Officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Presiding Officer shall not be subject to challenge.
- 7.8.13 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 their comments.
- 7.8.14 The substance of presentations and delegations will not be cited in the minutes of the meeting.
- 7.8.15 Any person wishing to present materials either in hard copy or electronically for distribution at the meeting shall submit a copy of the material to the Clerk no later than 12 noon on the day of the meeting, or alternatively provide an adequate number of hard copies to the Clerk at the meeting.