



REQUEST TO APPEAR AS A DELEGATION BEFORE COUNCIL

Council meetings are held the second and fourth Thursday of each month at 3:00PM, unless otherwise posted. Please note that there is only one meeting during July and August.

Requests to appear before Council must be received in writing by the Clerk no later than 12:00PM on the Wednesday preceding a scheduled Council meeting. Requests to appear before Council must be made on the prescribed form complete with a copy of any presentation materials as detailed in the delegation protocol on page 3. This form must be complete and legible in order to be accepted. The Clerk will evaluate this request, and assign a presentation date once it has been deemed appropriate.

MEETING DATE BEING REQUESTED:

1st Choice: _____

2nd Choice: _____

Name of delegate(s): _____

Group Delegation Represents: _____

DESCRIBE IN DETAIL THE REASON FOR THE DELEGATION AND WHAT ACTION YOU WILL BE ASKING COUNCIL TO TAKE:

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____

E-mail: _____



Town of Erin

I have read Section 10 of the Town of Erin Procedural By-law (on pages 3-4 of this form), and understand that the information contained herein, including any attachments, will become public documents and may be included in the meeting's agenda and posted on the Town website.

I also understand that my presentation and any supporting documentation must be submitted with this delegation form and typed or legibly written, in order for this form to be accepted. The completed form and attachments may be submitted by email to clerks@erin.ca. All submissions must be received by the Clerk no later than 12:00PM on the Wednesday preceding a scheduled Council meeting.

I also understand that if any correspondence relating to this request contains obscene or improper matters, language, or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it should be included in the agenda for a Council meeting and, if not, I will be notified.

Signature of
Applicant:

Date:

PLEASE NOTE:

- Personal information provided on this form will be used for the purposes of registering delegates and communicating with delegates regarding meetings, agendas and other related matters. Your information may be made public through the course of a meeting and corresponding agendas or minutes.
- Personal Information, as defined by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.
- Council meetings are live streamed and recorded on the [Town's website](#), you may be seen or heard as part of these webcasts. Your name, comments and presentation materials will become part of the public record.
- If you require this form in an alternative format, or have questions regarding accessibility and accommodations, or the collection, use and disclosure of personal information please contact the Clerk in-person at 5684 Trafalgar Road, Hillsburgh, via e-mail at clerks@erin.ca, or by dialing 519-855-4407 ext. 248.

TOWN OF ERIN PROCEDURAL BY-LAW 16-21, SECTION 10 – DELEGATIONS/PETITIONS/PRESENTATIONS

10.1 Any person wishing to appear before the Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town, may notify the Clerk by providing a completed “Request to Appear as a Delegation” form no later than 12:00 p.m. on the Wednesday preceding the meeting.

10.2 The “Request to Appear as a Delegation” form, as well as any correspondence that is to be presented to Council, shall be legibly written, typed, or printed, and shall not contain any obscene or defamatory language.

10.3 Any requests to appear before Council that are received by the Clerk after the deadline as set out in section 10.1, shall be approved by the Clerk before it will be added to the Agenda.

10.4 The Clerk shall evaluate the request for Delegation and decide whether the request complies with the criteria set out within this by-law. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk’s decision, the information shall be distributed under separate cover to Council for their consideration.

10.5 The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be received.

10.6 Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation, by telephone, fax or electronic means.

10.7 The scheduling of delegations for regular meetings shall be limited to three (3) per meeting, unless otherwise determined by the Clerk, in consultation with the Town Manager/CAO.

10.8 Any person desiring to address the Council by oral communication who has not requested to be a delegation shall not be permitted to speak unless determined by unanimous consent of the Council.

10.9 Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.

10.10 Delegations that have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.

10.11 Delegations shall be limited to two (2) speakers, shall stand or sit, as may be appropriate, at a place usually reserved for that purpose or as may be directed by the Mayor or Presiding Officer, and shall limit their address to ten (10) minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the members of Council and the person having the floor, shall be permitted to enter into any discussion either directly or through the members of Council.

10.12 A person who is unable to attend a Council Meeting but who has registered with the Clerk as a delegation may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and the provisions of this by-law.

10.13 If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting. (See Section 6.2)

10.14 Delegations shall not:

- a) Speak disrespectfully of any person;
- b) Use offensive words;
- c) Speak on any subject other than the subject that they have received approval to address Council;
- d) Disobey a decision of the Presiding Officer or Council;
- e) Enter into a cross debate with other Delegations, staff, Council Members, or the Presiding Officer.

10.15 The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of this by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.

10.16 Upon the completion of a Delegation, any discussion between the 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. Once a Motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.

10.17 Delegations will not be permitted on items that will be the subject of a scheduled public meeting pursuant to the Planning Act. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations or submissions to Council after the Public Meeting has been completed and before Council has made its determination will not be permitted.