



## **Delegation Request Form**

### What is a Delegation?

"Delegations" are members of the public who wish to make presentations to Council or Committees on their own behalf or on behalf of an organization.

### Where do I begin?

Before you decide to appear before Council or a Committee, you may want to discuss concerns with a Town staff member. Some issues may be resolved at the staff level or, if not, staff can advise you of the next step toward resolving your concerns.

### Registering as a Delegation

If, after speaking with staff, you decide to appear before Council or a Committee to present your concerns, you may register with the Clerk in writing, by e-mail or by fax no later than 4:00 p.m. on the Tuesday prior to the date of the meeting. The request must set out the particulars of the matter to be addressed and a copy of your presentation (written or typed) must be provided to the Clerk during registration.

If a group of individuals wishes to jointly address Council or a Committee, the group should designate one individual as a spokesperson for the group. However, if a group of citizens all wish to address Council or a Committee, on a similar issue, individuals should attempt not to repeat what has already been said.

### Rules for Delegations as per Procedural By-law 74 of 2023 - Section 7 (Also Applies to Committees)

- 7.1 Persons or groups wanting to appear before Council shall advise the Clerk or designate no later than 4:00 p.m. on the Tuesday the week prior to the meeting and shall provide a written submission detailing the nature of the request to Council for inclusion in the agenda package.
- 7.2 Persons or groups making a presentation shall be limited in speaking to not more than fifteen (15) minutes. A person may speak longer than fifteen (15) minutes if granted leave by the Presiding Officer.
- 7.3 All such persons desiring to make a presentation to Council shall, in writing, identify who they are as well as which group or organization, if any, they claim to represent or be a member of, vis-à-vis the topic of their presentation.
- 7.4 All references in this section to "persons" shall also include, where appropriate, reference to "group" or "organization" so that where there is a number of persons who wish to speak who are all part of the same group or organization, the group or organization shall only be permitted one spokesperson, unless permission to speak by other members of the group or organization is otherwise granted by the Presiding Officer or by motion of Council.
- 7.5 Subject to Section 7.6, no person shall be permitted to speak to Council more than once on the same topic without the prior permission of the Presiding Officer. Such permission is to be sought

no later than 4:00 p.m. on the Tuesday the week prior to the Council meeting or by motion of Council where special circumstances so warrant.

7.6 No person shall be permitted to address Council regarding a position previously adopted by Council without a motion of reconsideration.

7.7 Any person wishing to present correspondence directly to Council shall do so through the Clerk's office no later than 4:00 p.m. on Tuesday, the week prior to the Council meeting.

7.8 No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding a tender or request for proposal which is either proposed, pending, or before Council or a Committee of Council for its consideration.

7.9 No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding litigation, labour relations, insurance claims or contract negotiations.

Below is provided as guidance for when you are addressing Council:

- Prior to beginning your presentation, state your name as you would like to be addressed by Council.
- Your presentation to Council may not exceed 15 minutes. (Please note that there is no limit to your written presentation to Council).
- You must observe proper decorum in the Council Chambers and follow directions given by the Mayor/Chair.
- You shall not:
  - Speak disrespectfully of any person
  - Use offensive language
  - Speak on any subject other than the subject for which you have received approval to address Council
  - Disobey the rules of procedure or a decision of the Mayor/Chair
  - Enter into a cross debate with other delegations, staff or Council members.
- You should be prepared to answer any questions put to you by Council.



## DELEGATION REQUEST FORM

Name:

Organization:

The date you are requesting to  
appear:

(This form must be returned to the Clerk's office no later than **4:00 p.m.** on the Tuesday the week prior to the date of the meeting indicated above. If this Tuesday falls on an observed holiday, the deadline is 4:00 p.m. the previous day.)

The subject you wish to discuss with Council/Committee:  
(Please be advised that all delegations are limited to 15 minutes.)

Details on the Subject (please explain below or attach a report).  
Please ensure that you include exactly what you are requesting from Council/Committee (to provide information, to request funds, etc.)

\*\*\* Please ensure that both the front and back of this request form are completed \*\*\*

I, \_\_\_\_\_, understand that the Delegation Request Form and related documents become part of the public record and may be released/published in the agenda and minutes that are available to the public in a variety of methods, and that Council and Committee Meetings are recorded and stored on the Town's YouTube Channel for public viewing for a period of four (4) years.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**REQUIRED**

***Contact Information:***

Address:

Phone Number:

Email:

**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 MFIPPA and all other relevant legislation. Personal information on this form may be made available to members of the public at the meetings, through requests and through the website of the Corporation of the Town of Plympton-Wyoming. Questions regarding the collection, use and disclosure of this personal information may be directed to Erin Kwarciak, Clerk.**