



<p style="text-align: center;"><u>DELEGATION REQUEST</u> <u>FORM</u></p>
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Should you wish to appear as a delegation to Council at one of their regular meetings, you are required to complete this request form. This form, together with any supporting materials, *must* be received by the Clerk at least seven (7) days prior to the meeting at which the delegation is requested. The date requested may not be the date on which your delegation will be heard. The Clerk will confirm the date your delegation will be heard. Please note a maximum of two (2) delegations are permitted per Council meeting. Each delegation will be permitted ten (10) minutes to make their presentation.

Name: _____ Organization (if applicable): _____

Address:

Phone Number: _____ Email: _____

The delegation is for (check one): ___ information only ___ request to Council

Brief description of topic to be discussed:

If you are making a request to Council, please state your specific request:

Are you providing supporting materials? Please note all supporting materials will become part of the Council Agenda package that is made available to the public.
___Yes ___No

The Clerk reserves the right to approve, refuse, defer or refer any delegation.

Delegations shall abide by the Rules of Conduct 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 or Members of Council.
3. Not appear for the purposes of publicly announcing a local event.
4. Refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of the meeting.

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. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

Conduct of Members of the Public

No person at a meeting shall:

1. Speak aloud at a meeting or address Members without first receiving permission of the Chair to do so;
2. Speak disrespectfully of any persons;
3. Use profane or offensive words or insulting expressions against the Council or Committee or against any Member, staff or guest;
4. Resist the rules of Council or Committee or disobey the decisions of the Chair or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;
5. Cause any disturbance to the Council or Committee or staff or guest or any person in attendance;
6. Interrupt any member while speaking through speaking out, noise or disturbance;
7. Be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or Chair and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules.

I, _____, have read the above and agree to comply with the rules as set out.

Signature

Date