

PLEASE NOTE: Any written or electronic submissions and background information for consideration by Council/Committee must be submitted to the Clerk by 4:30 p.m. on the Wednesday of the week prior to the preferred meeting.

**Preferred Meeting:**

**Date:**

**I am requesting delegation to speak:**

a)  on my own behalf; or b)  on behalf of a group/organization/association,

if b) please state name of group/organization/association below:

Concerned Residents of Upper Ridge Rockwood

**I would like to use:**  projector  laptop

**Name(s) of Speaker(s):** (Delegations wishing to appear before Council/Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than ten (10) minutes)

**Subject of Presentation:**

(The purpose of a delegation is to provide new information to Council to advance the business of the Township. Please note, if you intend to include handouts or a presentation using electronic drives, a copy of the presentation is to be delivered to the Clerk's Office in accordance with the guidelines for Delegations outlined in the Township's Procedural By-law.)

**Reason why this presentation is important to Council and to the municipality:**

**Please indicate the action being requested by Council:**

**Date of Request:**

**Signature(s) of Speaker(s):**

**Address:**

**Phone Number:**

**Email:**

**Fax Number:** \_\_\_\_\_

**Note:** Additional material may be circulated/presented at the time of the delegation. Scheduling will be at the discretion of the Clerk, and will be confirmed. There are no guarantees that by requesting a certain date(s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

**COUNCIL/COMMITTEE DELEGATION REQUEST FORM**

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended.

The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-856-9596 ext. 125.

***Alternate formats of this form are available upon request***

**Excerpt from By-law No. 42/2013, a By-law to provide rules governing the order and proceedings of Council and Committees of Council of the Corporation of the Township of Guelph/Eramosa and for the conduct of its Members**

**12.0 DELEGATIONS**

- a) The purpose of a delegation is to provide new information to Council to advance the business of the Township.
- b) Any person may, by written notice to the Clerk, make application to address Council on a matter which requires specific action of Council and which is within the jurisdiction of the Township.
- c) Requests to be a Delegation shall be submitted to the Clerk not later than noon on the Wednesday immediately preceding the regular Council Meeting as follows:
  - i. Requests to be a Delegation shall be in writing and shall include the person's complete name, address, telephone number and/or e-mail address. The written request shall also include an outline summarizing the presentation and outline specifically what action will be requested.
  - ii. In the case of a group of individuals wishing to address Council on the same matter, the Clerk will encourage the group to appoint one or two spokespersons to address Council on behalf of the group. The group is limited to ten (10) minutes for its Delegation.
- d) The Clerk shall evaluate the request for Delegation and decide whether the request complies with the criteria set out in this by-law.
- e) In the event that a request for a Delegation wishing to address an item already on the Agenda is received after the Agenda has been finalized for printing purposes, the Clerk shall make note of the request and advise the Presiding Officer at the time of the approval of the Agenda.
- f) A person wishing to appear as a Delegation may address the Council for a period of time not exceeding 5 (five) minutes. The 5 (five) minute time period may be extended by Council by a Majority vote of the Council Members present. Such question shall be decided by the Council without debate.
- g) Delegations shall sit or stand, as may be appropriate, at a place usually reserved for that purpose or as may be directed by the Presiding Officer. No person, except Members of Council and appointed officials of the Township of Guelph/Eramosa, shall be allowed to come within the horseshoe during the sittings of the Council without the permission of Council.
- h) Delegations will be permitted from the gallery without prior registration only during the public hearing portion of a Meeting under the provisions of the Planning Act, R.S.O. 1990, as amended or prior to the adoption of certain by-laws at the Council Meeting pursuant to legislative requirements.
- i) Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity, grandstanding or personal attacks.
- j) Delegations who have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.
- k) A person who is unable to attend a Council Meeting may arrange for another person to appear as a Delegation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the Council Agenda.
- l) Delegations shall not:
  - i. speak disrespectfully of any person;
  - ii. use offensive words;
  - iii. speak on any subject other than the subject for which they have received approval to address Council;

**COUNCIL/COMMITTEE DELEGATION REQUEST FORM**

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- iv. disobey a decision of the Presiding Officer or Committee or Council; or,
- v. enter into cross debate with other Delegations, administration, Council Members or the Presiding Officer.

**A copy of By-law 42/2013 is available in its entirety on the Township website at [www.get.on.ca](http://www.get.on.ca)**