

COUNCIL/COMMITTEE DELEGATION REQUEST FORM

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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;

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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