



Request to Appear as a Delegate

Loyalist Township

(Please print clearly or type on this form)

Name:	E-mail:	
Group/Organization/Business:		
Street:	Box # / RR #:	Phone #:
City:	Postal Code:	Fax #:

Delegation/Presentation requirements are provided for by the Municipal Procedural By-law and completion of this form facilitates administration of the requests. Once the completed application is submitted to the Clerk, you will be contacted by staff to confirm your placement on the appropriate agenda. **Incomplete applications will be returned.**

- (✓) Delegation - a presentation which addresses topics that do not appear on a meeting agenda and for which no report has been prepared for Council by Staff.
- (✓) Presentation - requested by Council, Committee, staff or other _____
- (✓) **I have never spoken on this issue before and the key points of my presentation are:**

If an applicant wishes to address an issue on which they have previously spoken to Council, they will only be permitted to do so if they bring forward significant new information. Specific details on how this information is new, must be identified below and is subject to approval by the Township Clerk. Council will be advised if significant new information has not been provided.

- (✓) **I have spoken on this issue before, and the specific new information I wish Council to review is as follows:** (attach a separate page(s) if necessary)

The desired action of Council that I am seeking on this issue: (Note: The information may be taken under advisement for a Notice of Motion and a decision may not be made at this meeting).

- (✓) **Receive for Information**
- (✓) **Action as follows:** (attach a separate page(s) if necessary)

I wish to appear before Council on _____
(Meeting time is 7:00 p.m. unless otherwise noted) DATE

Note: Your request must be made no later than five (5) **business** days preceding the scheduled meeting.

By signing below, you acknowledge, understand and agree, either on behalf of yourself, or the group you are representing, to the rules regarding Delegations/Presentations as provided herein (as per Sections 18, 19, 20 of By-law 2018-090).

Signature Date

Presentation Requirements: No Yes (description) _____

Notice of Collection: Personal information collected on this form is authorized under the Municipality's Procedural By-law and will be used to contact individuals and/or organizations requesting an opportunity to appear as a delegation before Council. The Delegation Request Form, as well as the information submitted therewith, will become part of the public record through the published Agenda on the Municipal Website. Questions about this collection can be directed to the Township Clerk, 263 Main Street, Odessa, ON K0H 2H0 or by calling 613 386 7351 Ext 121

Delegation Protocol - Loyalist Township

The purpose of the delegation protocol is to allow residents to make their views known to Council. Council values and welcomes input, comments and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is to be observed:

1. In accordance with the Loyalist Township Procedure By-law, this form shall be received by the Clerk not less than five (5) business days prior to a meeting. Submitted material will become part of the official corporate record. All meetings are open to the public, except where permitted to be closed to the public under legislated authority.
2. There shall be a limit of two (2) delegations/presentations per meeting or a maximum of thirty (30) minutes.
3. A delegation shall consist of no more than two (2) persons with a total speaking time of not more than five (5) minutes. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions. Time limits shall be adhered to.
4. Presentations shall be limited to not more than ten (10) minutes. Any request for additional time for presentation should be indicated in the request.
5. When called upon by the Mayor or Chair, the delegation (speaker) should proceed immediately to the podium in the Council Chambers and speak into the microphone. Speakers are asked to keep their remarks as brief as reasonably possible. Comments, when stated in a clear, concise and factual manner, are very much appreciated.
6. Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further, subsequent delegations on the same topic, without significant new information, will not be permitted.
7. Persons addressing Council shall confine their remarks to the business stated in their written request to be heard, and such shall be presented in a respectful and professional manner, and their conduct shall be governed by the provisions set out in the Procedure By-law. The Chair may rule the delegation complete at any time that there is any perceived or real improper language, conduct or disrespect of Council, staff, members of the public or of the procedures or the facility in which the meeting resides.
8. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are not permitted at this stage. The matter may be referred to staff to prepare a report with a recommendation. Debate as required would take place after receiving the staff report.
9. Delegations will not be permitted on items that will be the subject to an upcoming public meeting pursuant to the Planning Act, unless exceptional circumstances apply, which have been reviewed and approved by Council. 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 presentations to Council, after the public meeting has been completed and before Council has made its determination, will not be permitted.
10. Council meetings are a public forum and as such, presentations that are perceived to exceed the boundaries of free speech could conceivably be subject to legal discourse.

For Office Use Only:

Date Request Received: _____ Date deemed complete: _____

Meeting Date assigned: _____

Staff Report: _____ Department Responsible: _____

Date of Follow up Correspondence _____