**Preferred Meeting:** [ ]  Council[ ]  Committee **Meeting Date:**

**I am requesting delegation to speak:**

1. [ ]  on my own behalf; or b) [ ]  on behalf of a group/organization/association

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

**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. Individual delegations will receive a total speaking time of not more than five (5) minutes, while group delegations will receive not more than ten (10) minutes.

**Subject of Presentation:** The purpose of a delegation is to provide new information to Council that **only** pertains to an item on the agenda, and 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 specify which item of the agenda this presentation wishes to speak to. A delegation is only permissible if related to an item of business on the agenda.

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

**Date of Request:**

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

**Address:**  **Phone Number:**

**Email:**

**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.

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.

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

**Excerpt from By-law No. 40/2021, 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**

**Section 6.08 Delegations**

1. An individual or group may make a delegation at a Meeting of Council or Committee of the Whole related to an item of business on the agenda.
2. Delegations that have previously appeared before Council or Committee of the Whole on a subject matter shall provide new information only in any subsequent presentations relating to that matter.
3. An individual who is under eighteen (18) years of age must provide to the Clerk written permission from the individual’s parent or guardian.
4. Individuals who register as a delegation will have their name and the purpose of their delegation published on an agenda.
5. For the purpose of Council and Committee agendas, delegations have until 12:00 p.m. on the last business day before the Council or Committee Meeting to notify the Clerk they wish to register as a delegation or to submit written submissions on items on the agenda.
6. Requests to be a Delegation shall be in writing and shall include the person’s complete name and contact information. The written request shall also include an outline summarizing the presentation and outline specifically what action is being requested by Council or Committee of Council.
7. Individual delegations are limited to five (5) minutes. In the case of a group of individuals wishing to address Council or a Committee of the Whole, the Clerk will encourage the group to appoint one or two persons to address Council or the Committee of the Whole on behalf of the group. The group is limited to ten (10) minutes for its delegation. Council or Committee may extend the time period by a majority vote of the Members present. Such a motion shall be decided without debate.
8. No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
9. No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or Committee.
10. No delegations shall be made to Notices of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Council or Committee Meeting when the item will be discussed.
11. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
12. No delegations shall be permitted at workshops.
13. Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.
14. A delegation shall only register themselves to speak and may not register other delegations.
15. Delegations will be permitted from the gallery without prior registration only during the appropriate time at a Public Meeting pursuant to other Acts.
16. If a delegation is unable to attend the Meeting for which they are registered, they may provide their written submission to the Clerk.
17. Members of Council or Committee of the Whole are permitted to ask individuals making a delegation questions only for clarification and to obtain additional relevant information; they shall not express an opinion or enter into debatewith Delegations.
18. Delegations shall not:
	1. Speak disrespectfully of any person;
	2. Use offensive words;
	3. Speak on any subject other than the subject that they have received approval to address Council or Committee of Council;
	4. Disobey a decision of the Chair or Council or Committee of Council;
	5. Enter into cross debate with other Delegations, staff, Members or the Chair.
19. The Chair may curtail any Delegation, any question of a Delegation or debate during a Delegation for disorder or any other breach of this By-law and, if the Chair rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw from the Delegation table and the decision of the Chair shall not be subject to any challenge.
20. Advisory Committees may put in place practices and procedures to hear delegations.

**A copy of By-law 40/2021 is available in its entirety on the Township website at** [**www.get.on.ca**](http://www.get.on.ca)

Questions about delegation requests should be directed to:

**Township of Guelph/Eramosa Clerk’s Department**

8348 Wellington Road 124

P.O. Box 700

Rockwood, ON N0B 2K0

Email: clerks@get.on.ca