

APPENDIX “B” TO BY-LAW NO. 2528-23

THE CORPORATION OF THE TOWNSHIP OF EAR FALLS

DELEGATIONS AND PRESENTATIONS REQUEST

By completing and signing this form I agree that I have received and reviewed the rules for giving a Delegation or Presentation and understand that I will be required to follow the procedures laid out in the Procedural By-Law No. 2528-23. I understand that this Delegation / Presentation Request Form is a public document and will be part of the Agenda Package for Council and the public.

Presenter(s) Name(s): _____

Presenter(s) Signature(s): _____

Phone Number(s): _____

Date Request Submitted: _____

Available Dates to Present: _____

(Note: Actual Presentation date to be determined by Administrator)

Nature of Business (please attach additional information as required)

Delegation / Presentation Submitted: Yes / No

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FOR ADMINISTRATOR USE:

Delegation or Presentation (circle one)

Staff Report / Recommendation Required: Yes / No      Staff Person: \_\_\_\_\_

Delegation / Presentation Approved: Yes / No

Date of Meeting: \_\_\_\_\_

Administrator: \_\_\_\_\_      Date: \_\_\_\_\_

## **DELEGATIONS AND PRESENTATIONS**

1. A person who would like to appear as a Delegation or Presentation in a Meeting of Council, Board or Committee must complete and submit the prescribed form (e.g. Appendix “B”) and a copy of their Delegation Report / Presentation Report to the Administrator by 12:00 noon on Wednesday, one week prior to a Council Meeting.
2. The subject matter of Delegation / Presentation must be a matter within municipal jurisdiction.
3. A Delegation / Presentation consisting of one (1) person shall have five (5) minutes to address Council. Members or Officers may ask questions, or seek additional information from the presenter beyond the five (5) minute time limit.
4. A Delegation / Presentation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall have five (5) minutes to address Council. Members or Officers may ask questions, or seek additional information from the presenter(s) beyond the ten (10) minute time limit.
5. Council shall not make a decision in response to a Delegation / Presentation during the Delegation / Presentation. Members of Council or a Committee may seek clarification from the presenter(s), but will not enter into a debate or discussion on the subject matter.
6. A presenter shall be limited to two (2) Delegations / Presentations in a calendar year on the same subject matter.
7. The Administrator shall have the discretionary authority to determine whether sufficient detail has been provided in the prescribed form (e.g. Appendix “B”) and to request additional information as required from the presenter or an employee of the Corporation.
8. The Administrator shall have the authority to determine the Meeting at which a Delegation / Presentation will be scheduled, having regard to time sensitive issues.
9. The Administrator reserves the right to deny a Delegation / Presentation request where the subject matter includes content which falls within Section 239 of The Municipal Act or matters covered by The Municipal Freedom of Information and Protection of Privacy Act.