



# Delegation Request Form

A Delegation is an opportunity to appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the CAO/Clerk and can be dropped off or mailed to, The Village of Burk's Falls, 172 Ontario Street, Burk's Falls, ON P0A 1C0; faxed to 705-382-2273 or emailed to [clerk@burksfalls.ca](mailto:clerk@burksfalls.ca).

### Delegate Information (PLEASE PRINT):

Last Name:

First Name:

Street Number:

Street Name:

Town/City:

Postal Code:

E-mail Address:

Contact Number:

Proposed Meeting Date Requested: \_\_\_\_\_

Alternate Meeting Date Requested: \_\_\_\_\_

Purpose of the Delegation:

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### Background Material Attached:

Power Point Presentation: Yes  No  Handouts for meeting: Yes  No

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Questions about this collection should be forwarded to the Clerk at 705-382-3138.

Signature: \_\_\_\_\_

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

### APPROVAL:

Council Meeting Date: \_\_\_\_\_

CAO/Clerk Signature: \_\_\_\_\_

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

## **Engaging Council through a Delegation**

Council welcomes and encourages public input. A person may appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council.

### **What Rules of Procedure do I keep in mind up to and during the meeting?**

1. Delegations should be factual, stating why one is speaking in favor or against a particular matter.
2. All delegations should be limited to a maximum of 10 minutes unless permitted otherwise.
3. Where there are numerous presenters (from an association, a club, a family, a neighborhood, etc.) on the same matter they are encouraged to select one spokesperson to present their information.
4. The meeting Chairperson (Mayor/Chair) may curtail any presenter for disorder or any other breach of the Procedural By-Law. Once the Mayor/Chair rules that the delegation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behavior that is inappropriate can result in the Mayor/Chair requesting the person(s) to vacate the premises (see Code of Conduct below).
5. There will be no debate during any delegation. Presenters should be prepared to answer questions from members of Council at the end of the deputation/ presentation. Presentations are not a question-and-answer period. Questions to Council should be sent separately in writing for consideration.
6. Subsequent presentations on the same topic by the same person, or groups will be accepted, but will be limited to the submission of new information only.

### **What is meant by a “Code of Conduct”?**

No Deputant(s) (or Member of the Public) shall:

- a. Speak without first being recognized by the Mayor/Chair.
- b. Speak disrespectfully of any person.
- c. Use offensive words, gestures or make abusive comments.
- d. Use signage, placards or banners in the meeting unless previously approved.
- e. Speak on any subject other than the subject stated in their request for delegation.
- f. Enter into cross debate with other deputations/presenters, administration, Council members or the Mayor/Chair or the attending public.
- g. Disobey the Rules of Procedure or decisions of the Council.
- h. Engage in any activity or behavior that would affect the deliberations.
- i. Bring food into the meeting unless permitted.
- j. Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings.

## **The Petition Approach**

### **What is a “Petition”?**

A written application from a person or persons to some governing body or public official asking that some authority be exercised to grant relief, favors, or privileges.

### **How do I prepare a petition?**

The purpose of the petition must be clearly and factually stated, including the remedy sought from Council or the appropriate Committee; and

1. Include the name, civic address, and either telephone number or email address of the petition creator; and
2. Include the names, civic address, and date of signing of everyone who signs the petition; and
3. Include the date the petition was started.

All information contained in a petition is deemed to be public information, including the names and addresses of those signing the petition.

### **How do I present a Petition?**

A petition may be presented at the time of your delegation appearance at the Council, or separately addressed to the Mayor and Members of Council. In the latter situation it should be given to the CAO/Clerk provide the petition to Council in a timely fashion for deliberations at a Regular Council meeting. The originator of the petition will be contacted by Municipal Staff as to when the petition's subject matter will appear in front of Council.