



## Municipality of South Bruce DELEGATION REQUEST FORM

Please ensure this form is completed, with an attachment outlining your request for a delegation. This request must be received by the Clerk no later than 12:00 noon on the Thursday, prior to the requested meeting.

<b>Requested Date:</b>	
<b>Name of Person(s) Making Presentation (and title/position, if applicable):</b>	
<b>Group/organization Delegation Represents:</b>	
<b>Full Mailing Address of Delegation(s):</b>	
<b>Telephone #:</b>	<b>Email Address:</b>
<b>General Nature/Purpose of Delegation:</b> Clearly state the nature of the business to be discussed and provide a general summary of the information to be presented. Attach, in an appropriate accessible format, any correspondence/presentation material being given or presented to council to this request. Please note anything not submitted by the deadline will not be permitted at the time of the meeting.	
<b>Please indicate the action/decision being requested of Council:</b>	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council Agenda and posted on the corporate website. The Agenda is a public document and forms part of the permanent public record. For Further information on the procedure for appearing before Council as a delegation please contact the Municipal Clerk.

Questions about this collection should be directed to the Clerk or Deputy-Clerk at 519-392-6623.  
Municipality of South Bruce  
21 Gordon Street, Teeswater, ON N0G 2S0  
Email: [lmartin@southbruce.ca](mailto:lmartin@southbruce.ca) and [vkennedy@southbruce.ca](mailto:vkennedy@southbruce.ca)

**OFFICE USE:**  
Confirmed with requestor on \_\_\_\_\_ (date) by \_\_\_\_\_ (phone/email)



Municipality of South Bruce Procedural By-law excerpts related to delegations

**A14 DELEGATIONS**

- Any person desiring to be heard as a delegation to Council shall submit a request to the CAO/Clerk or Deputy Clerk not later than 12:00 p.m. (noon) on the Thursday of the week preceding the day of the meeting and such a request shall clearly state the nature of the business to be discussed and provide a general summary of the information to be presented.
- Delegations addressing Council shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner.
- All delegations heard by Council may be referred to a Board or Committee following their presentation. No debate shall be allowed following the presentation; however, any Council Member may direct questions through the Chair to the delegation and certain directions may be given by Council.
- Deputations shall be limited to speaking no more than (10) minutes. A delegation wishing to appear before Council/Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than (10) minutes.
- A delegation, once heard, shall not be entitled to be heard on substantially the same matter for a period of 3 months from the date of first being heard, unless new information is being provided to assist Council in its decision making. Refusal of request to appear as a delegation may be appealed to the Head of Council.
- Delegations will not be scheduled whose subject relates to a matter currently before the courts or administrative tribunals.
- A maximum of four (4) Public Meetings/Hearings and four (4) Presentations/Delegations per regular meeting shall be permitted, and no delegations shall be permitted during a special meeting unless specifically approved by Council or Committee.

**Council meetings start at 6:00pm and delegations are scheduled on the agenda shortly thereafter. Each delegation will receive 10 minutes to present which includes any questions.**

Schedule Date of Delegation: \_\_\_\_\_