



Town of Bancroft Delegation Request Form

Date: _____

Name of Delegate(s): (1) _____

(2) _____

Name of Group represented (if applicable): _____

Date of Meeting

Council: _____

Time preferred: 10 am or 1 pm (Delegations are allotted 10 minutes to speak)

Council meets regularly on the 2nd and 4th Tuesday of each month (subject to change).

Community Safety and Well-being: _____

Time preferred: 9 am or 10 am (Delegations are allotted 10 minutes to speak)

Community Safety and Well-being meets on the 4th Wednesday of each month (subject to change).

Subject Matter: _____

Have you been in contact with a staff member in regard to this matter? If yes, with whom?

What was the outcome of your discussion? _____

Would you like to request time for a presentation (20 minutes)? (Request subject to approval by the CAO).

Yes _____ No _____

Recommendation to Council/Committee

Please indicate below what action you would like Council or Committee to take with respect to your presentation. Use a separate page if more space is required or attach additional documentation.

Town of Bancroft Delegation Request Form

Contact Information

Please note that this information will be used to contact individuals and/or organizations who have requested to appear as a delegation before Town of Bancroft Council or Committee. The name of the delegate and/or organization will appear on the meeting agenda, which is also posted on the Town's website.

Contact Name: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Do you require any accessibility accommodation? If yes, what do you require?

Additional Documentation and Presentation Materials

Will you require A/V equipment? If yes, please describe: _____

Will you be providing any additional material or documentation? If yes, please describe:

Any presentation material or documentation MUST be provided to the Deputy Clerk by 12:00 noon on the Tuesday preceding the meeting date.

Electronic format is preferred for all delegation materials.

If the delegation wishes to have paper materials distributed, twelve (12) copies must be provided to the Deputy Clerk by the deadline noted above.

If any additional documentation is brought forward on the date of the meeting, it is to be provided directly to the Clerk, and the Chair will determine if it is to be distributed at the meeting.

Please Direct Any Questions and Return Completed Delegation Request Form to:

Lianne Sauter, Deputy Clerk, Town of Bancroft
lsauter@bancroft.ca
24 Flint Ave., PO Box 790, Bancroft, ON, K0L 1C0
(p) 613 332 3331 x 206 (f) 613 332 0384

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/Committee.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority.

Delegation Request Acknowledgement

Date: _____

I, _____, do hereby acknowledge that I have read and reviewed Section 8.0 of the Town of Bancroft *By-law to Govern and Regulate The Proceedings of the Corporation of the Town of Bancroft* (as attached), which relates directly to Public Attendance and Communication.

On behalf of (group name, if applicable): _____

Signature: _____

FOR OFFICE USE ONLY

D_____ P_____

Date request received: _____

Request Received by (initials): _____

Request relates to: _____

Staff Members/Departments to be notified: _____

**A By-Law to Govern and Regulate the Proceedings
Of the Corporation of the Town of Bancroft
By-Law No. 17- 2011**

For reference:

- 1.01.15 "Delegation" means a person or group making a verbal presentation to Council.
- 1.01.31 "Presentation" means,
- a) a ceremonial presentation to or from the Town of Bancroft and
 - b) presentation made by Town staff and/or by consultants retained by the Town or by another level of government
 - c) presentation that in the opinion of the Mayor and CAO is most beneficial for all involved if heard at a Council Meeting instead of a Committee Meeting

Section 8.00 Public Attendance and Communications

8.02 Public Input to Agenda

8.02.1 Any person wishing to address the assembly as a delegation on a new issue must do so **first** through Committee **if applicable**. The delegation must submit a written request to the Clerk (**in the form of the Delegation Request Form**) on or before 12:00 noon on the ~~Wednesday~~ **Tuesday** preceding the ~~Friday~~ **Thursday** on which the Agenda for that Meeting will be circulated (i.e. 12:00 noon ~~Wednesday~~ **Tuesday** for ~~Friday~~ **Thursday** Agenda distribution).

A maximum of five (5) delegations shall be allowed to address Council per Council meeting. This number does not include anyone present who wishes to address Council at a statutory public meeting.

A maximum of eight (8) delegations shall be allowed to address Committee Meeting. This number does not include anyone present who wishes to address Council at a statutory public meeting.

~~For the purpose of Council Meetings, delegates will be restricted to speak to only those matters referenced in the Agenda Policy.~~

~~8.03 Addressing Matters on the Agenda~~

~~8.03.1 After the time prescribed in Section 8.02, any person or delegation wishing to address the assembly on an item of business already listed on a circulated Agenda for a Regular Committee Meeting, must submit to the Clerk, a written brief, stating the agenda item that he, she or they wish to speak to, and must be submitted no later than 12:00 noon on the Wednesday preceding the Meeting at which he/she or they, wish to appear. An electronic submission will be accepted for this purpose.~~

8.05 Denial of Request to Speak or to Distribute Material

8.05.1 Council, Committee of the Whole or a Committee may refuse to hear Delegations or presentations, or to receive communications when, in the opinion of the Chair, the subject of the presentation is beyond the jurisdiction of the Municipality, or where it contains obscene or defamatory language.

8.06 Rules of Conduct for Presentations

8.06.1 Persons addressing an assembly of Members shall observe the rules of conduct set out in this section:

- a) Any person wishing to address the assembly with a presentation on a new issue, shall do so through Committee unless approved to present directly to Council by the Mayor and CAO.
- b) Only three presentations will be allowed to address Committee per Committee Meeting.
- c) Only three presentations will be allowed to address Council per Council Meeting.
- d) Presentations shall be limited to twenty minutes, **not including time for questions from Members.**
- e) **Presentation shall be allowed at the discretion of the Mayor and CAO, subject to adherence to the requirements of a Delegation set out in 8.02.**

8.07 Rules of Conduct for Delegations **and Presentations**

8.07.1 Persons addressing an assembly of Members shall observe the Rules of Conduct set out in this Section.

(a) No printed material may be distributed on the Council Floor by a Delegation **or Presentation**. Any material which a Delegation **or Presentation** wishes to distribute must be provided to the Town Clerk, no later than the ~~Wednesday~~ **Tuesday** by 12:00 noon in advance of the relevant Meeting. ~~for Delegations addressing the assembly pursuant to Section 8.06.~~

(b) Where a Delegation **or Presentation** does appear with material to distribute, he or she shall provide all copies directly to the Clerk and shall not distribute anything directly to Members. The Chair shall determine whether the material is to be distributed by the Clerk at that Meeting, or whether it shall be retained to be considered.

(c) Delegations **or Presentations** who read from a printed script must provide the Clerk with a copy of the script for the record. Delegations **or Presentations** who present slideshows or computerized display presentations must provide the Clerk with a copy for the record.

(d) All printed material submitted to the Clerk must be legible, and must be signed and dated legibly. All printed material shall include an address and telephone number where return correspondence or contact is to be directed.

(e) The Clerk will only circulate material that complies with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.

(f) Delegations **and Presentations** must confine their remarks to the business stated in the communication to the Clerk ~~seeking Delegation status under Sections 8.06 or 8.07, as applicable~~ **on the Delegation Request Form.**

(g) Delegations are limited to a time period of not more than ten (10) minutes, **not including time for questions from Members.**

(h) Delegations consisting of two or more persons shall be limited to two (2) speakers, for a maximum time period of not more than ten (10) minutes, **not including time for questions from Members.**

(i) Delegations speaking to a matter, item or topic that he or she has previously addressed at a meeting shall be limited to a total time period of not more than five (5) minutes. Delegations in this circumstance consisting of two or more persons shall be limited to two (2) speakers, limited to a time period of not more than five (5) minutes total, **not including time for questions from Members.**

8.07.2 Delegations **and Presentations** are cautioned that their remarks are not subject to Parliamentary Privilege. Accordingly, derogatory remarks about any persons or organizations may be actionable at law.

8.08 Rules of Conduct for Public Audience

8.08.1 Persons attending a Meeting, whether or not they are Delegations **or Presentations**, shall observe the Rules of Conduct set out in this section.

(a) No shouting, cheering, booing, deliberate foot-stomping or any other unprofessional or un-businesslike conduct shall be tolerated by the Chair, at the discretion of the Chair.

(b) Persons who are not Delegations may not address the assembly and shall not do so by shouting out, interrupting, or prompting a delegation.

(c) No one is permitted in the Council Chambers carrying signs, banners, emblems or flags, without prior authorization of the Chair.

(d) Profanity is strictly prohibited, whether it is audible or expressed through gesture.

(e) Meetings regulated by this By-Law are formal, structured business meetings. Although it is recognized that there may be topics on Agendas which stir emotion, a business decorum must be observed and preserved.

8.13 Petitions

8.13.1 Every petition or communication to be placed on an Agenda of a Council or Committee of the Whole Meeting shall be delivered to the Clerk no later than the ~~Wednesday~~ **Tuesday** by 12:00 noon in advance of the ~~relevant date preceding the week which the Agenda for that meeting is distributed~~ **date of the distribution of the agenda.**

All communications or petitions received after 12:00 noon on the ~~date~~ **Tuesday** preceding the distribution of the Council or Committee of the Whole Meeting Agenda and not pertaining to the matters listed on the Agenda for the Meeting shall be held over for consideration at the next Meeting of Council or Committee unless otherwise approved by the Chief Administrative Officer.