

**Township of Manitouwadge
Request for Delegation Form**

Name of Individual(s): _____	
Position/Title: _____	
Name of Organization: _____	
Contact No. _____ - _____ - _____ ext. _____	Fax No. _____ - _____ - _____
Name of Individual(s): _____	
Position/Title: _____	

Your title of interest in the group? _____	
Will other representatives be attending? ☐ Yes ☐ No	
Have you appeared before Council in the past regarding this issue? ☐ Yes ☐ No	
Special Needs? _____	
Written or Oral Presentation or Both? ☐ Oral ☐ Written	

Reason(s) for delegation request (subject matter to be discussed):
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Signature

Date

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I am attaching a formal written presentation to accompany my delegation.

☐ Yes ☐ No

I will require the following audio-visual equipment/software for my presentation:

☐ Overhead Projector ☐ Power Point ☐ LCD Projector
☐ Screen ☐ Internet ☐ Other (Please specify) _____

Note: Please see further instructions attached

Submit to:

Attention: Joleen Keough
CAO/Clerk
The Corporation of the Township of
Manitouwadge 1Box 910
Manitouwadge, Ontario P0T 2C0

Email: cao@manitouwadge.ca
Phone: (807) 826-3227 Ext. 223
Fax: (807) 826-4592

Notice with Respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act)

Personal information contained on this form is authorized under Section 6.4. of the Township of Manitouwadge Procedural By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council. The Procedural By-law is a Requirement of Section 238(2) of the Municipal Act, 2001. Questions about collection can be directed to the Acting Clerk, Box 910 Manitouwadge, Ontario P0T 2C0 or call (807) 826-3227 Ext. 223

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Instructions

- Written requests to appear as a delegation must be received before noon (12:00 p.m.) **ten (10) calendar days** prior to a Regular Council Meeting.
- Delegates are requested to provide 7 copies of all background material and/or presentations to the Clerk's Office by the **Wednesday prior** to the Council Meeting.
- Delegations are to be limited to ten (10) minutes, followed by a question period for Council Members.
- Delegations consisting of more than one person shall be limited to two (2) speakers, being limited to no more than five (5) minutes each.
- Please review Section 6.4 of the Procedural By-law regarding *Delegations and Presentations* to Council (attached).

Once the above information is received in the Clerk's Office, you will be contacted to confirm your placement on the appropriate agenda. Thank you

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Procedural By-law 2017-15

6.4 Delegations and Presentations

6.4.1 Delegations

- 6.4.1.1** No person shall appear as a delegation before Council unless a written request to appear as a delegation has been received by the CAO/Clerk-Treasurer before noon (12:00 p.m.) ten (10) calendar days prior to a Regular Council Meeting or Committee Meeting. Council and/or the CAO/Clerk-Treasurer may waive this requirement when in their opinion the public interest would be best served by doing so.
- 6.4.1.2** Delegations appearing before Council must submit a copy of their presentation to the CAO/Clerk-Treasurer before noon (12:00 p.m.) on the Wednesday preceding the meeting at which the delegation will appear. Verbal reports may be accepted at the discretion of the CAO/Clerk-Treasurer; however, written and electronic reports are preferred and shall be retained by the CAO/Clerk-Treasurer as an official record.
- 6.4.1.3** The CAO/Clerk-Treasurer shall determine when a delegation will be heard, the order of presentations, and the number of delegations to be heard. Generally, a maximum of three delegations will be allowed at each meeting.
- 6.4.1.4** Delegations are to be limited to ten (10) minutes, followed by a question period for Council Members.
- 6.4.1.5** The role of delegations is to provide information and not enter into debate with Council Members or Staff.
- 6.4.1.6** Delegations may only speak at a meeting on the subject matter of the presentation as set out in the request to appear as a delegation.
- 6.4.1.7** Delegations who have previously appeared on the same subject matter shall be limited to providing new information only in their subsequent appearances.
- 6.4.1.8** Delegations consisting of more than one person shall be limited to two speakers, being limited to no more than five minutes each. The second speaker shall not repeat information

provided by the previous speaker from that delegation and will be confined by the Chair to presenting new and/or additional information.

6.4.1.9 Questions directed to Staff by any delegate shall be received through the Chair.

6.4.1.10 Delegations requesting to appear at a meeting may be declined if they have failed to follow established by-laws, policy, procedure, or protocol, or as prescribed in an applicable governing statute or regulation.

6.4.1.11 The CAO/Clerk-Treasurer has discretion to decline a request to appear as a Delegation and to refer the matter to be resolved by Staff.

6.4.2 Presentations

6.4.2.1 The purpose of presentations shall be when staff, an individual, or group, have been invited to present information to Council or Committee.

6.4.2.2 Presentations are limited to ten (10) minutes, unless otherwise directed by the CAO/Clerk-Treasurer, followed by a question period for Council Members.

6.4.2.3 The role of the presenter is to provide information and not enter into debate with Council Members or Staff.

6.4.2.4 Verbal reports will be accepted; however, written and electronic reports are preferred and shall be retained by the CAO/Clerk-Treasurer as an official record.

6.4.2.5 Presentations that have previously appeared on the same subject matter shall be limited to providing new information only in their subsequent appearances.

6.4.2.6 Questions directed to staff by any presenter shall be received through the Chair.

**To view the Procedural By-law, please go to our website at:
www.manitouwadge.ca → Government → By-laws & Policies → By-laws**