PORT COLBORNE

City of Port Colborne
Request to Appear as a Delegation

- If you wish to speak to a non-agenda delegation, please submit this form no later than noon on the Tuesday prior to the Council Meeting.

- If you wish to speak to an item listed on a published agenda, please submit this form no later than noon on the day of the Council Meeting.

First Name	**Last Name**
Organization: (if applicable)	
Address:	
Telephone:	**Email Address:**

Date of Meeting: _____

☐ **Speaking to an Item on a Published Agenda:** Provide Agenda Item number and title:

_____

Speaking:

☐ In support of the recommendation ☐ In opposition to the recommendation ☐ Other

If other, please specify: _____

_____

☐ **Non-Agenda Delegation**: Provide details on the matter to be discussed:
(ATTACH ADDITIONAL PAGE IF NEEDED)

_____

_____

_____

_____

Will you be attending the Council Meeting in person? ☐ Yes ☐ No

Do you have material for distribution at the meeting? ☐ Yes ☐ No

If yes, please specify _____

Please provide a copy of your presentation/speaking notes.

All material for distribution and electronic presentations must be delivered via e-mail or delivered to the Clerk's Division by noon on the day of the meeting.

Have you previously spoken on this issue? ☐ Yes ☐ No

If an individual has previously appeared as a delegate, a further delegation from the same individual on the same topic will not be permitted, unless there is significant new information to be brought forward.

Specific New Information I wish Council to review is as follows: (attach additional page if needed).

_____

_____

I have read and understood the delegation information on the back of this form and acknowledge that my name, address, and information and/or correspondence presented to! Committee of the Whole Meeting or Council Meeting, will become public information.

_____ _____

_____ _____

Signature Date

Personal information on this form is collected under the authority of the *Municipal Act, 2001* and will be used to document the names and addresses of delegates, and information presented to Council. The disclosure of this information is governed by the *Municipal Freedom of Information and Protection of Privacy Act*. Questions related to the collection of this information may be directed to the Deputy City Clerk at 905-228-8118 or deputyclerk@portcolborne.ca.

Save Form **Print Form** **Clear Form**

GENERAL:

CITY OF PORT COLBORNE INFORMATION FOR DELEGATES

Delegates are requested to provide a copy of their presentation/speaking notes to the City Clerk's Office for record-keeping purposes.

Specific types of audiovisual equipment may be used provided that arrangements have been made with the City Clerk at the time of registration.

Organizations or groups wishing to address Council on the same subject matter are encouraged to select one person to speak as their representative.

Delegations may be refused for matters beyond the City's jurisdiction. Delegations are not permitted for the purpose of advertising, publicizing or promoting any business or commercial enterprise or related event, or on any matter that is the subject of a future Public Meeting.

Subsequent delegations by the same individual on the same subject matter, without significant new information, are not permitted.

Communications addressed to Council, included on an agenda, or otherwise considered in open session or during a public hearing, is in the public domain. Such information shall form part of the public record, unless expressly requested by the author.

Protocol:

1. Meetings are generally held at 6:30 p.m. in Council Chambers, located on the third floor of City Hall. It is recommended that you arrive 15-20 minutes before the start of the meeting.
2. At the appropriate time, the meeting chair will call upon you to come forward and make your presentation. Please proceed to the podium located at the left side of the Chambers. When you arrive at the podium, please press the red button to activate the microphone.
3. Remarks should be brief and concise, and up to a maximum of ten minutes in length.
4. Discussion on topics other than that outlined in the delegation request will not be permitted.
5. Once you have concluded your presentation, please remain at the podium in order to allow for questions from Members of Council.
6. After questions have concluded, please turn off the microphone and return to your seat in the gallery.

Decorum

Those in attendance are required to maintain order at all times. It is not permitted to display signs or placards, applaud, heckle, or engage in disruptive, disrespectful, or intimidating behaviour. Delegates are not permitted to engage in debate. The Mayor may curtail a delegation for disorder or any other breach of the City's Procedural By-law.