



# MUNICIPALITY OF CALVIN

1355 Peddlers Dr, Mattawa, ON P0H 1V0

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## Delegation Request Form

Due to the COVID-19 pandemic, upcoming Council and Committee meetings will be held using electronic video conference.

To speak at our electronic Council meeting, you must complete this form. Upon receipt of this form, the Clerk will confirm your delegation and provide instructions on how to participate in the electronic video conference.

Council meetings are held the second & fourth Tuesday of each month at 7 pm. The requests to appear before Council must be received in writing by the Clerk **NO LATER** than 12:00 noon of the **THURSDAY** immediately preceding the scheduled Council meeting. Only one spokesperson per organization shall speak on behalf of the group at the delegation to Council.

**Name & Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Date of Meeting you are requesting for the delegation:** \_\_\_\_\_

**Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)**

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Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation by telephone, fax or electronic means.

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

### **Engaging Council through a Delegation**

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes public input. A person wishing to make a delegation shall submit a request in writing to the Clerk.

- The Clerk shall evaluate the request for delegation and decide whether the request complies with the criteria set out within the Procedural By-Law. The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be considered. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- Provide as much information as possible to the Clerk prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions. If any additional information is to be presented at the meeting, 10 copies shall be supplied to the Clerk prior to the meeting start time for circulation. These copies will become part of the official corporate records.
- Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further subsequent delegations on the same topic, without significant new information will not be permitted.
- Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.
- The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of the by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.
- If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting.

#### How to Delegate:

- When called upon by the Mayor or the Chairperson, the delegate should proceed to the podium/table in the Council Chambers or proceed with the electronic presentation if the Council meeting is performed by video conference.
- Delegates are permitted to speak for ten (10) minutes.
- The appropriate way to address Council is to preface their surname with Mayor or Councillor.
- All questions or comments shall be made through the Mayor or Chairperson.
- A person addressing Council shall not utilize profane or offensive language or insulting expressions and shall not question the reputation of any individual member.
- Applause and other displays of approval or disapproval during Council meetings are considered inappropriate and are discouraged.
- Upon completion of your presentation, the delegate should remain in place or on the phone, if delegation is done electronically, to allow for any questions from Council members. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Council members may then enter into discussion. However, it is general practice to refer the matter to staff for a report and recommendation. Debate as required would take place after receiving staff report.