



City of Port Colborne Request to Appear as a Delegation

This form is to be used by those wishing to speak on an item listed on the Council agenda. Delegation requests for items listed on the agenda must be submitted by 12:00 noon on the day of the meeting. Please refer to the reverse side of this form for information on how to register to speak regarding an item that is not listed on the agenda.

Name:

Address:

Telephone:

E-mail:

Date of Meeting: _____ **Agenda Item/Report:** _____

Speaking: In support of the recommendation In opposition to the recommendation
Other If other, please specify: _____

Representing: Myself Other If other, please specify: _____

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

If yes, please specify _____

Do you have a copy of your presentation/notes to attach? Yes No

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.

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/Council, 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 City Clerk at 905-835-2900 or cityclerk@portcolborne.ca.

City of Port Colborne Information for Delegates

General:

All items considered by Council must be listed on the agenda. If you would like to address Council on an item that is not on a current or upcoming agenda, you must provide written correspondence outlining your request and detailing the matter on which you wish to speak, to the Clerk before 10:00 a.m. on the Thursday prior to the meeting.

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

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

The maximum number of delegates heard at a meeting is three.

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 shortly before 6:30 p.m.
2. At the appropriate time, the Mayor 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 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.