



City of Port Colborne Request to Appear as a Delegation

PORT COLBORNE

- If you wish to speak to a non-agenda delegation, please submit this form no later than noon on the Monday prior to the Committee/Board 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 Committee/Board 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)

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 staff liaison 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 Committee/Board to review is as follows: (attach additional pages 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/Board 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 Committee/Board. 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 x115 or deputyclerk@portcolborne.ca.

GENERAL:

CITY OF PORT COLBORNE INFORMATION FOR DELEGATES

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

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

Organizations or groups wishing to address Committee/Board 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.

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

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

Protocol:

1. 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.
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 allow for questions from Members of Committee/Board.

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 Chair may curtail a delegation for disorder or any other breach of the City's Procedural By-law.