

**Municipality of Callander**  
**DELEGATION REQUEST FORM AND REQUIREMENTS**

**This form is to be used to request permission to present as a Delegation at a Council Meeting.** It is not to be used for a Statutory Public Meeting under the Planning Act, or the section of a Council Meeting for that purpose. The Notice for a Planning Act meeting explains how to provide comments for that meeting.

**REQUESTER INFORMATION:**

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Group Represented (if applicable)** \_\_\_\_\_

**MEETING DATE REQUESTED:** (1<sup>st</sup> choice) \_\_\_\_\_ (2<sup>nd</sup> choice) \_\_\_\_\_

**PURPOSE OF DELEGATION:** (Please give complete description or attach full presentation):

**DESIRED OUTCOME:**  That the delegation is received for information, OR  That the following action is taken:

**ACKNOWLEDGEMENT:**

I / we understand that permission may be granted for the date requested, OR the Municipality may grant it for a different date, OR may NOT approve this request, for reasons explained on page 2 of this form .

I / we have read page 2 of this document and understand the limitations on delegation requests (including the 10 minute time limit) and agree to follow the required procedures and protocol for making a delegation to Council.

I / we understand that the information provided on this form and any attached or accompanying documents shall become public documents that shall be included in the meeting agenda package posted on the Municipality's website. I / we may request to have personal contact information and signature(s) redacted before posting online.

I / we understand that the presentation and any supporting documentation must be submitted with this delegation form and typed or legibly written, in order for this request to be approved. Further that the completed form and attachments are to be received by the Clerk no later than 4:30 pm on the TUESDAY of the week prior to the meeting, and may be submitted in paper form, or by e-mail to [clerk@callander.ca](mailto:clerk@callander.ca).

I / we understand that the Clerk's Department will attempt to contact me / us at the phone or email listed above to advise whether or not this request has been placed on the requested meeting agenda, but if I / we have not received confirmation prior to the meeting, I / we should contact the Clerk's Office for confirmation.

**Signature(s) of Applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRIVACY INFORMATION:** Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information & Protection of Privacy Act. Questions about this collection should be directed to the Clerk, Municipality of Callander, 280 Main St. N, Callander, ON P0H 1H0. Phone: (705)752-1410 Ext 222; Fax: (705)752-3116; E-mail [clerk@callander.ca](mailto:clerk@callander.ca).

## Municipality of Callander DELEGATION REQUEST FORM AND REQUIREMENTS

1. Any person(s) wishing to appear as a Delegation before the Council to provide information on a matter, and/or to request that Council consider specific action, must submit a completed "Delegation Request Form" (Request Form) to the Clerk no later than 4:30 p.m. on the Tuesday, 7 days prior to the meeting.
2. The Request Form, as well as any supporting documents, must be legibly written, typed, or printed, and shall not contain any obscene language or defamatory comments.
3. The Clerk shall evaluate the Request Form and determine whether the request is in accordance with the Municipality's Procedural By-Law and complies with the following criteria:
  - a) The request clearly identifies the requester, purpose and desired outcome of the request.
  - b) The request is on a matter that is within the jurisdiction of Council.
  - c) If the Requester has previously appeared before Council to present on the same matter, this request is to provide **only** new information relating to the matter.
  - d) The request is **not** on a matter that has been or is to be considered at a Planning Act statutory public meeting.
  - e) The request is **not** primarily for any improper purpose, including but not limited to generating publicity or making personal attacks.
  - f) Council has **not** already indicated that they shall not hear further delegations on a matter or by the Requester.
4. The Clerk, in consultation with the Mayor and Senior Municipal Director (SMD), shall make the final decision on whether requests received will be accepted and the agenda they will be placed on.
5. A maximum of two (2) delegations shall be scheduled per regular meeting, unless otherwise determined by the Clerk, in consultation with the Mayor and Senior Municipal Director.
6. Once the agenda has been set, if permission has been granted for delegation status, the Clerk shall inform the Requester by telephone or email of the date and time scheduled; or if refused, of the reason for refusal.
7. The Senior Municipal Director may direct that a staff report on the matter be placed on the same or a future agenda as the Delegation, in order to provide municipal background and/or additional information to Council. Delegations shall be limited to two (2) speakers, who shall limit their address to ten (10) minutes in total, regardless of the number of people in the Delegation. Delegations may be made in person or electronically. If in person, delegates may stand or sit, as appropriate, at a place usually reserved for that purpose or as may be directed by the Chair. All remarks shall be addressed to the Council as a whole, not to any individual Member(s). The Chair, or Clerk if designated by the Chair, indicate when there is approximately two (2) minutes remaining in the allotted time.
8. Delegations shall not:
  - a) Speak disrespectfully of the Mayor, any Member(s) of Council, Staff, or any member of the public;
  - b) Use offensive words or make abusive or defamatory comments;
  - c) Speak on any subject other than that detailed in the Request Form for which permission was granted;
  - d) Disobey a decision of the Chair of the meeting, or of Council;
  - e) Enter into any debate with the Chair, Council Members, Staff, or others present at the meeting.
9. The Mayor or Chair of the Meeting may curtail any Delegation for disorder or any other breach of the Procedural By-law and if he/she rules that the Delegation is concluded, the person(s) appearing shall withdraw. The decision of the Mayor or Chair shall not be subject to challenge.
10. Following the presentation, Members of Council may ask questions of the delegate(s) for clarification and obtaining additional, relevant information, but there shall be no debate of the matter with the delegates or between the Members of Council. If Council wishes to discuss the matter further, it may be done under a later section of the agenda, or at a subsequent meeting.
11. A motion may be considered to simply receive the delegation, or to direct that staff report back to Council at a subsequent meeting to provide further information and/or advice to Council.