



**TOWNSHIP OF WAINFLEET**  
**DELEGATION REQUEST FORM**

Please fill out and return no later than 4:30 p.m. on the Tuesday prior to the meeting you wish to appear. Completed forms are to be submitted to the Clerks Department and can be dropped off or emailed to [mciuffetelli@wainfleet.ca](mailto:mciuffetelli@wainfleet.ca)

If you are speaking to an item listed on the agenda, the deadline for submission is 12:00 p.m. on the day of the scheduled meeting.

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-mail:</b>

**Date of Meeting:** \_\_\_\_\_

<b>Subject Matter to be Discussed:</b>	
<b>Action Requested:</b>	

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

If an individual has previously appeared as a delegation, 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.

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

If yes, specify:

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

If yes, specify:

Delegations are required to provide the Clerk's Department presentation materials for publication in Council's agenda package.

- I have read and understand the Delegation Protocol attached to this form and understand that the information contained on this form, including any attachments, will become public documents and listed on Township meeting agendas and posted to the Township's website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## TOWNSHIP OF WAINFLEET

### DELEGATION PROTOCOL

The purpose of the delegation process is to allow interested parties to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed:

- 1) Upon your arrival at the meeting, please identify yourself to the Clerk.
- 2) When called upon by the Chair the delegation (speaker) should proceed immediately to the podium at the front of the Council Chambers.
- 3) Speakers are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated. The maximum allowable time is 10 minutes. In order to reduce the possibility of any misunderstanding, and to facilitate necessary follow-up, the Clerk requires a written copy of the presentation and speaking notes.
- 4) Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Subsequent delegations on the same topic, without significant new information, will not be permitted.
- 5) It is considered proper protocol and simply good manners not to ridicule or berate other individuals. Remarks or questions concerning the character or performance of named individuals or groups shall be immediately ruled out of order. A subsequent offence during the same presentation will result in the speaker forfeiting your right to speak. The Chair reserves the right to immediately end the delegation if the remarks are considered severe. Any future offences at a subsequent meeting will result in the speaker forfeiting his/her right to speak for a period of time to be determined by Council, dependent upon the seriousness of the offence. Refusal of the speaker to respect the ruling of the Chair will result in the meeting being immediately adjourned until the speaker can be removed from the Council Chambers.
- 6) Upon completion of your remarks, you should remain in position to allow for any questions from Members. Members may ask questions for clarification purposes. After completion of any questions, the speaker will be asked to be seated. Members shall then enter into discussion at which time Members may refer the matter to Staff for a report and/or recommendation.
- 7) Delegations will not be permitted on items that will be the subject of an upcoming public meeting pursuant to the *Planning Act*, unless exceptional circumstances apply, which have been reviewed and approved by Council. Persons should present their concerns and opinions at the scheduled Public Meeting where their comments can be considered along with all other submissions.