



Delegation Request Form

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Meeting to Attend: _____

Council or Committee: _____

Date of Meeting: _____

Nature of business to be discussed – **please provide a detailed paragraph.**

Background Material Attached: Yes No

Power Point Presentation: Yes No

Handouts for meeting: Yes No

Date: _____ Signature: _____



Rules and Regulations:

- a) The rules and regulations contained in the Procedural By-law 126-2018 shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in the Council and Committees of Council.
- b) Except as provided by law, a person not a member of Council shall not be allowed to address Council except upon approval of Council. Any person desiring to present information verbally on matters of fact or make a request of the Council or Advisory Committee shall give notice, in writing on the prescribed form, to the Clerk by 12:00 p.m. **7 calendar days prior to the preferred meeting**, stating the purpose of the Deputation and providing a general outline of the subject matter. The written request shall confine their remarks to the stated business and may address Council for a period of time not to exceed ten minutes. A spokesperson shall be appointed for delegations with more than one person.
- c) A motion to extend the period of time a person may address the Council shall be decided, without debate, by a majority of Council members present.
- d) No person presenting a delegation shall:
 - Speak disrespectfully of any person;
 - Use offensive words or unparliamentarily language;
 - Speak on any subject other than the subject for which he received approval to address;
or
 - Disobey the rules of order or a decision of the Chair.

The information on this form is being collected under the authority of section 4 of the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of processing an access request under the *Act*. Enquiries regarding the collection of this information should be directed to the Office of the Clerk / Freedom of Information Coordinator, Municipality of Brighton, 35 Alice Street Ontario K0K 1H0, 613-475-0670.