



Clerks Department  
 411 Greenfield Street  
 Petrolia, ON N0N 1R0  
 Ph: 519-882-2350  
 Email: clerksdepartment@petrolia.ca

## Delegation/Presentation Request Form

Members of the public interested in delegating or making a presentation to Council during a regular meeting are asked to complete this form in full and return to the Clerks office, by 12:00 Noon the Tuesday, prior to the Council meeting in which you wish to appear, for Advisory Committees, please submit 7 business days prior. **All Delegations are limited to 10 minutes, Presentations are limited to 15 minutes, including questions.**

Completed Forms, and any supporting documents can be dropped off or mailed to Town Hall, Attn: Mandi Pearson, Clerk/Operations Clerk or emailed to [clerksdepartment@petrolia.ca](mailto:clerksdepartment@petrolia.ca)

### Delegate/Presenter Information

Last Name:	First Name:
Street Number:	Street Name:
Town/City:	Postal Code:
Email Address:	Contact Number:
Name of Community/Neighbourhood Group or Business you are representing (if applicable):	

### Meeting Information

Please select which Meeting type you would like to attend:

- Council Meeting
- Advisory Committee Meeting \_\_\_\_\_ (Name of Committee)

**Meeting Date Requested:** \_\_\_\_\_ **Agenda Item (if available):** \_\_\_\_\_

**Subject Matter for Discussion:** \_\_\_\_\_

\_\_\_\_\_

**Action Requested:** \_\_\_\_\_

\_\_\_\_\_

Attach additional pages if necessary

I am submitting a formal presentation:       Yes       No

My presentation include a video?       Yes       No

I will require the following equipment/software for my presentation:

- Laptop       PowerPoint       Speakers

NOTE: Accompanying the written submission, supporting documentation, if any, are to be provided in an electronic format (word or .PDF) at the time of registering with the Clerk. Copies of all presentations shall be kept for public record.

Council welcomes and encourages public input. A person may appear at a Council Meeting or an Advisory Committee Meeting. A person wishing to make a delegation/presentation shall submit a request to the Town Clerk.

- Topic items can be anything that the person wishes to bring forward, but must be indicated in advance through the form so that Council can be prepared for the discussion;
- Not on agenda until written information received, Delegates will be contacted by the Clerk to confirm the date when the delegation will be heard;
- No delegation can address council on the same item more than once every three (3) months;
- Delegations will be limited three (3) per meeting, presentations are limited to two (2) per meeting;
- No group or delegation may appoint more than two persons to speak on their behalf;
- No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:
  - a tender or request for proposal which is either proposed, pending, or actually before Council or a Committee of Council for its consideration;
  - labour or staff relations;
  - legal matters of any individual nature; including the enforcement of By-Laws, litigation and potential litigation;
  - insurance claims; or
  - contract negotiations.
- Delegations shall be respectful; insulting expressions, profanity or offensive language are not permitted;
- Delegates cannot question the reputation of any individual member;
- Delegates may not disturb a Member, Staff or member of the public by engaging in any behaviour which disrupts the order and decorum of the meeting;
- Delegates may only address members of Council, not staff; this is done through the head of council;
- Members of council may only ask questions of delegates through the head of council;
- No member of council shall enter into a debate with the delegation;
- The Clerk shall inform the person requesting the delegation written confirmation of the outcome of the matter.

#### **How to Delegate:**

- Individuals are asked to step forward to the podium and state their name and provide their delegation through the microphone or other means as applicable for accessibility purposes.
- Material relating to your delegation/presentation (when applicable) must be provided in an electronic format with the completed Delegation Request Form. If you are unable to provide your material prior to the distribution of the agenda, please bring the material with you and have 15 copies for distribution.
- The appropriate way to address The Mayor is as *Your Worship* or to preface their surname with *Mayor*, for example, *Mayor Jones*
- The appropriate way to address Council is to preface their surname with *Councillor*, for example, *Councillor Jones*.
- All questions or comments shall be made through the Chair (Mayor).
- Delegates must provide a copy of their speaking notes and any additional information they present for inclusion in the public record.