



**North Algona Wilberforce Township**

1091 Shaw Woods Road

RR #1 Eganville, Ontario K0J 1T0

Tel: 613.628.2080

Fax: 613.628.3341

[www.nalgona.wil.com](http://www.nalgona.wil.com)

Appendix "A" to By Law 2018 - 105

**REQUEST TO APPEAR AS A DELEGATE (PLEASE PRINT CLEARLY)**

**I am requesting delegation to speak;**

a) \_\_\_\_\_ on my own behalf;

b) \_\_\_\_\_ on behalf of a group / organization, if b), please state name of group / organization/association below

\_\_\_\_\_  
**Name(s) of Group/ Organization/ Association (please print)**

\_\_\_\_\_  
**Name(s) of Speaker(s) (please print and include the names of all speakers)**

\_\_\_\_\_  
**Subject/Title of Presentation (please print)**

Please describe below, the subject matter of the delegation. Full text of the presentation and all documents to be provided during the presentation must be attached to this document and provided in the electronic format requested by the Clerk.

\_\_\_\_\_  
**Printed Name of Delegation Representative:**

\_\_\_\_\_  
**Signature of Delegation Representative:**

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

\_\_\_\_\_  
**Telephone:**

\_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ADDITIONAL DOCUMENTATION AND PRESENTATION MATERIALS:**

Additional documentation attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Will a PowerPoint presentation be made? Yes \_\_\_\_\_ No \_\_\_\_\_

**For Office Use Only**

**Confirmation of Mayor** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ **Delegation Date** \_\_\_\_\_

**Prescribed Time (if permitted)** \_\_\_\_\_ **Duration** \_\_\_\_\_

Completed and signed requests and all presentations documentation must be delivered to the Clerk by 12:00 noon on the Wednesday preceding the meeting of Council for which your delegation is scheduled.

Delegations may be tentatively booked by the Clerk however will be confirmed by the Mayor.

The delegation representative provides a signature on behalf of all spokespeople. The number of spokespeople will not be limited however all spokespeople will share the delegation duration. Additional or substitute spokespeople may be permitted upon approval by the Mayor; said approval must be sought and given prior to the beginning of the meeting when the delegation is heard.

By signing this request form, the signatory hereby agrees on behalf of all spokespeople to the public display of all information provided and the public recording of any delegation proceedings.

Unless otherwise approved, all delegations must attend the meeting and be heard when Council reaches the title Delegations on the agenda. Failure to appear during that agenda item will result in the delegation not being heard.



**North Algona Wilberforce Township**  
1091 Shaw Woods Road  
RR #1 Eganville, Ontario K0J 1T0  
Tel: 613.628.2080  
Fax: 613.628.3341  
www.nalgonawil.com

---

## **PROCEDURAL BY LAW 2018 – 105**

### **A14 Delegations**

- A14.1.1 Any person desiring to be heard as a delegation shall submit a written and signed request to the Clerk, on the prescribed form which is attached hereto as Appendix "A". Where the delegation consists of more than one person, only one signature is required. Staff will also be required to complete, sign and submit the prescribed form for any person invited by staff to speak as a third party to any report.
- A14.1.2 Notwithstanding Section A14.1.1, Renfrew County Planning Staff, so long as they are providing planning services for the Township will be permitted to speak to any item on a Council agenda in the same manner as Township staff. Unless Council has expressly invited Renfrew County Planning Staff to appear as a delegation to discuss a particular matter at a particular meeting, no delegation form or waiving of the Procedural By-Law will be required to permit Renfrew County Planning Staff to provide information in a Council meeting.
- A14.2.1 The Clerk will schedule delegations on a first come, first served basis. Delegations will be scheduled on dates as deemed efficient and appropriate by the Clerk. No delegation will be considered to be scheduled until confirmed by the Mayor or by petition of the majority of Council.
- A14.2.2 No specific time will be scheduled for a delegation; all delegations scheduled will be heard in the order included on the agenda and when Council reaches the Delegations heading on the agenda unless such delegation is to be heard in Closed Session.
- A14.2.3 Notwithstanding the provision above, a delegation may be heard at a prescribed time during the meeting when so requested by the delegation and approved by the Clerk.



- A14.2.4 Where a prescribed time has been assigned, the delegation has arrived and Council feels that it would be expeditious to hear the delegation outside of the prescribed time, the delegation, subject to the concurrence of the delegation, shall be heard when decided by the Mayor to be the most appropriate time during the meeting.
- A14.3 Once a date has been scheduled, the completed and signed prescribed form and any materials to be presented must be received by the Clerk not later than one o'clock (1:00 pm) on the Wednesday of the week preceding the day of the meeting. The prescribed form and presentation materials will be uploaded with the Council agenda subject to rules of procedure.
- A14.4 Delegations addressing Council shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner and in accordance with all policy and procedure.
- A14.5 Council may at its discretion, expressed by resolution adopted by two thirds (2/3) recorded vote of its members present hear any person in Council regarding the item being currently discussed without the prior scheduling of a delegation.
- A14.6.1 Delegations shall be limited to a maximum of ten (10) minutes of presentation time and a maximum of ten (10) minutes of Council questions unless preauthorized by the Mayor or Clerk. Additional preauthorized time will be indicated on the agenda.
- A14.6.2 There will be no prescribed maximum number of delegation spokespeople to address the Council during the permitted delegation time, however the names of all speakers must be included on the delegation request form and it will be understood that all spokespeople share the permitted time.
- A14.6.3 Notwithstanding the provision above, a delegation may be permitted to have additional or substitute spokespeople not previously named on the delegation request form and not included I in the published agenda provided that the delegation seeks such permission from the Mayor and permission is granted by the Mayor prior to the beginning of the meeting at which the delegation is to be heard. The Mayor will announce, prior to the presentation, the names of those spokespeople not included on the delegation request form published with the agenda.
- A14.7 Should there be more than one delegation requested representing the same topic position at any meeting, the person requesting same shall be advised of the earlier request. The second and any

additional requests for a delegation on the same meeting representing the same topic position shall be denied. If a delegation is requested representing a different position on the same issue the delegation will be permitted, subject to the provisions contained herein.

- A14.8 A delegation once heard shall not be entitled to be heard on substantially the same matter for a period of six (6) months from the date of first being heard, unless significantly new information is being provided to assist Council in its decision making. It will be determined by the Mayor and/or Clerk if the information being provided shall be deemed to be new.
- A14.9 Refusal by the Clerk of a request to appear as a delegation may be appealed to the Mayor. The ruling of the Mayor shall be final.
- 
- A14.10.1 Delegations will not be scheduled whose subject relates to a matter currently before the courts or administrative tribunals without leave of the courts or the Township solicitor. No appeal to the Mayor will be heard for refusal of delegation requests whose subject matter is before the courts or administrative tribunals.
- A14.10.2 The Township solicitor, human resource service provider and/or insurer will be exempt from the provisions contained in Section A14.10.1.
- A14.11 Delegations will not be scheduled whose subject matter relates to private matters not common to all members of Council. The subject matter of a delegation must be relevant to conducting the business of the Township, promoting the work of partners of the Township, work or events being undertaken by individuals or groups which benefit the community or topics of community interest. Political satire and criticism will not be permitted.
- A14.12 Members of staff, Committees of Council and Local Boards do not appear as delegations and must address Council by way of a report.
- A14.13 Upon hearing a delegation, Council has the option to make a decision at the meeting at which the delegation presents. Any motion to decide a matter brought forward by a delegation will require 2/3 majority support in a recorded vote. A decision to defer the matter for reporting is a permitted action upon hearing a delegation and this action will not require 2/3 majority support. Where a delegation is invited by staff and a supplementary report is on the agenda for consideration, 2/3 majority support is not required for the motion which accompanies the report.