

# REQUEST FOR DELEGATION PROTOCOL



A delegation provides an individual or an organization with an opportunity to address Council or Committee about an issue that affects Simcoe County.

## **Scheduling of Delegations**

Delegations are heard at Committee meetings unless the matter is of a general nature which does not meet the mandate of a Committee or where statutory requirements require that the delegation be made directly to Council.

Delegations are scheduled at the discretion of the Warden (in the case of Council meetings) or the Committee Chair (in the case of Committee meetings), subject to:

- The volume of material on a given agenda
- The number of requests for a specific meeting date and urgency of request
- Subject matter
- Other restrictions related to Section 15.6 of the Procedural By-law

## **What to do on the day of your delegation?**

On the day of the meeting, delegates are requested to arrive at the Customer Service reception desk which is located just inside the main doors to the left. They will direct you to the public gallery in the Council Chambers.

When introduced by the Warden/Chair you should proceed to the speaker's podium (presenter's table) located at the front of the Council Chambers. State your name, who you are representing and address your comments/responses through the Warden/Chair.

Please remember to keep your comments clear and concise as the maximum allotted time for your delegation is 10 minutes. Should Members of Committee/Council require additional, information they will ask questions following the presentation.

Delegates shall not speak disrespectfully of any person or use indecent, offensive or insulting language and shall not disobey the Rules of Procedure or a decision of the Warden/Chair.



# REQUEST

## TO APPEAR AS A DELEGATION



NAME OF PRESENTER(S): \_\_\_\_\_

ORGANIZATION REPRESENTED (if applicable): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_

### IDENTIFY THE COMMITTEE OF COUNCIL YOU WISH TO APPEAR BEFORE:

COMMITTEE OF THE WHOLE \_\_\_\_\_ SUB-COMMITTEE/ADVISORY COMMITTEE \_\_\_\_\_

MEETING DATE REQUESTED: \_\_\_\_\_

SUBJECT MATTER TO BE DISCUSSED (nature and purpose of your deputation):

WHAT OUTCOME ARE YOU LOOKING TO OBTAIN AS A RESULT OF YOUR DELEGATION?

WILL YOU BE PROVIDING A POWERPOINT PRESENTATION): Yes No

(Note: a projector, laptop and microphone are available)

IF NO, WILL YOU BE PROVIDING HARD COPY DOCUMENTS: Yes No

#### PLEASE NOTE THE FOLLOWING IMPORTANT ITEMS:

- Requests are subject to approval of the Warden.
- Request form and all related materials including speaking notes and presentation must be received 10 days prior to meeting.
- Deputations are limited to 10 minutes in length.
- Minimum font size for presentations is greater than 24 pt Arial.
- Council Committee of the Whole Meetings start at 9:30 a.m. unless otherwise advised.
- Please ensure that you have read and understand the Request for Delegation Protocol which is included with this application.
- Your complete package can be emailed to **clerks@simcoe.ca** or mailed to the attention of the County Clerk, County of Simcoe Administration Office, 1110 Highway 26, Midhurst ON, L9X 1N6
- All presentation materials must be numbered Page 1 of XX.

Information contained on this form is collected pursuant to Section 8 of the Municipal Act, 2001 for the purposes of determining delegation status. All information contained on this form, including any related attachments or submissions will become public documents and may be listed on County meeting agendas, reports and/or minutes etc. Questions regarding the collection may be directed to the County Clerk at (705)726-9300 Ext. 1246 or clerks@simcoe.ca.

