



DELEGATION REQUEST FORM

NAME OF DELEGATE(S): _____

DELEGATION STATUS:

Representing a Group/Organization/Business

Attending as an Individual

(Name of Group/Organization/Business)

SUBJECT MATTER: _____

DATE OF MEETING: _____

RECOMMENDATION TO COUNCIL/COMMITTEE:

(Please indicate below what action you would like the City to take with respect to the above-noted subject matter. Use a separate page if more space is required or attach additional documentation.)

FOR INTERNAL USE ONLY**CONTACT INFORMATION:**

Contact Name: _____

Contact Number: _____

Mailing Address: _____

E-mail Address: _____

Notice of Collection: Personal information collected on this form is authorized under Section 15.6.2 of the City's Procedural By-law and will be used to contact individuals and/or organizations requesting an opportunity to appear as a delegation before Council or Committees. The name of the delegate(s) and organization will be published as part of the meeting agenda which is also posted on the City's website. Questions about this collection can be directed to the Manager of Legislative Services at (519) 759-4150 ext. 2231.

ADDITIONAL DOCUMENTATION AND PRESENTATION MATERIALS:Additional documentation attached? Yes NoAdditional documentation to be provided at meeting? Yes No

Note: Please provide the Clerk with 20 copies of all additional documentation to be distributed at the meeting.

Will a PowerPoint presentation be made? Yes No

Note: An electronic copy of the PowerPoint presentation is required to be submitted to the City Clerk no later than 9:00 a.m. on the day of the meeting.

RETURN COMPLETED DELEGATION REQUEST FORM TO:

Lori Wolfe, City Clerk
 City of Brantford
 100 Wellington Square
 P.O. Box 818
 Brantford, ON N3T 5R7
 (519) 759-7840 (facsimile)
loriwolfe@brantford.ca (e-mail)

RULES REGARDING DELEGATIONS

- Delegations are only permitted before Council, a Committee of the Whole, the Finance Committee or the Social Services Committee provided that the subject matter of the delegation directly relates to a matter which already appears on the agenda.
- Delegations must submit to the City Clerk, a written request to appear no later than 9:00 a.m. on the day of the meeting, which includes a written outline of the comments to be made at the meeting.
- There is a strict one hour time limit for delegations at meetings. Delegations will generally have 10 minutes for their presentation, inclusive of questions from Council or the Committee; however, where there are more than six (6) delegations registered at a meeting, the time for each delegation will be reduced so as to equally divide the one hour time limit among the registered delegations.
- Delegations may only appear before the City once on the same agenda item. Please note that only one delegation from the same group/organization/business will be permitted on the same agenda item, regardless of the members comprising that delegation.
- No individual or group/organization/business shall be listed as separate delegations at the same meeting. Such delegations may address a number of items appearing on the agenda, but will be considered to be one delegation and will be allotted one block of speaking time only.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the City Clerk no later than 9:00 a.m. on the day of the meeting. A copy will be distributed to Members of Council, or Committee as the case may be, as part of the delegation submission. It is also the responsibility of the delegation to provide sufficient resources to operate the laptop for the PowerPoint presentation.
- No Delegations shall be permitted on the Clerk's Report on Communications at meetings of Council.