



## 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.)

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**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 (Chapter 15 of the City of Brantford Municipal Code) and will be used to contact individuals and/or organizations requesting an opportunity to appear as a delegation before Council or Committees. Page 1 of the Delegation Request Form, as well as the information submitted therewith, will be distributed at the public meeting. Questions about this collection can be directed to the Deputy Clerk/Manager of Legislative Services, 100 Wellington Square, Brantford, ON N3T 5R7 or by calling (519) 759-4150 ext. 5714.*

**ADDITIONAL DOCUMENTATION AND PRESENTATION MATERIALS:**Additional documentation attached?  Yes  NoWill 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 in .ppt or .pptx format only.*

**RETURN COMPLETED DELEGATION REQUEST FORM TO:**

Charlene Touzel, City Clerk  
City of Brantford  
100 Wellington Square  
P.O. Box 818  
Brantford, ON N3T 5R7  
(519) 759-7840 (facsimile)  
[ctouzel@brantford.ca](mailto:ctouzel@brantford.ca) (e-mail)

## RULES REGARDING DELEGATIONS

- Delegations are only permitted 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.
- For meetings of City Council, Committee of the Whole – Community Development, Committee of the Whole – Operations and Administration, Appointments Committee, Finance Committee or the Social Services Committee, there is a strict one hour time limit for delegations at meetings. Delegations will generally have 10 minutes for their remarks, inclusive of questions from Members of City Council or the Committee. Where there are more than six (6) delegations registered at the meeting, the time for each delegation will be reduced so as to equally divide the one hour time limit among the registered delegations.
- For meetings of the Estimates Committee, there is a strict two hour time limit for delegations where the agenda provides for delegations to be heard respecting the budget process. Delegations will generally have 10 minutes for their remarks, inclusive of questions from Members of the Committee. Where there are more than twelve (12) delegations registered at the meeting, the time for each delegation will be reduced so as to equally divide the two hour time limit among the registered delegations. The City encourages all citizens and organizations to come forward during the Estimates process to identify and speak to community needs though specific requests for municipal funding will no longer be considered by the Estimates Committee. These requests must be processed through the Brant Community Foundation.
- 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 City 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 advance the slides of the PowerPoint presentation. All presentations must be provided in .ppt or .pptx format only.

- No Delegations shall be permitted to address the following matters:
  - Items appearing on the Clerk's Report on Communications;
  - Proclamations;
  - Labour relations or employee negotiations;
  - Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact;
  - Tenders, RFPs or other procurement matters; and
  - Any other matter that is properly the subject of the open Meeting exceptions in the *Municipal Act, 2001*, as amended.
  
- City Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.

Revised March 6, 2018