



REQUEST TO APPEAR AS A DELEGATE  
TOWN OF NIAGARA-ON-THE-LAKE  
(PLEASE PRINT CLEARLY OR TYPE ON THIS FORM)

Name:	E-mail:	
Street:	Box # / RR #:	Phone #:
City:	Postal Code:	Fax #:

- ☐ (✓) Non Agenda Delegation - a presentation which addresses topics that do not appear on the Council or COTW Agenda and for which no report has been prepared for Council by Staff.
- ☐ (✓) Agenda Delegation - a presentation which specifically addresses a COTW or Council Agenda item.
- ☐ (✓) **I have never spoken on this issue before and the key points of my presentation are as follows:**

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If an applicant wishes to address an issue they have previously spoken to as COTW or Council, they will only be permitted to do so if they bring forward significant new information. Specific details on how this information is new must be identified below and is subject to approval by the Town Clerk. Council will be advised if significant new information has not been provided.

- ☐ (✓) **I have spoken on this issue before, and the specific new information I wish Council to review is as follows:** (attach a separate page(s) if necessary)

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**I wish to appear before Council on** \_\_\_\_\_  
(Meeting time is 6:00 p.m. unless otherwise noted) DATE

**Note:** Your request must be made no later than 12:00 p.m. on the day of the schedule meeting.

**I wish to appear before Committee of the Whole on** \_\_\_\_\_  
(Meeting time is 6:00 p.m. unless otherwise noted) DATE

- ☐ Community & Development Services ☐ Corporate Services ☐ Operations-Parks & Recreation/Public Works
- Note:** Your request must be made no later than 12:00 p.m. on the day of the schedule meeting.

I have read and understand the Delegation Protocol on the back of this form and acknowledge the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas.

I also understand presentation materials must be submitted with this delegation form and electronic presentations must be emailed to [ptodd@notl.org](mailto:ptodd@notl.org) no later than 12:00 p.m. on the day of the schedule meeting.

Signature

Date

Presentation Requirements: No \_\_\_\_\_ Yes (description) \_\_\_\_\_

## **Delegation Protocol Town of Niagara-on-the-Lake**

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed:

- 1) When called upon by the Chair of the COTW meeting, or the Lord Mayor at Council meetings, the delegation representative shall proceed immediately to the podium at the front of the Council Chambers.
- 2) Remarks should be brief and to a maximum length of 10 minutes. Comments, when stated in a clear, concise and factual manner, are very much appreciated.
- 3) To reduce the possibility of any misunderstanding, and to facilitate necessary follow-up, the Clerk requires a written copy of the presentation.
- 4) Discussion on topics other than the subject matter of the delegation request will not be permitted.
- 5) Subsequent delegations on the same topic, without significant new information, will not be permitted.
- 6) It is considered proper protocol and simply good manners not to ridicule or berate other individuals. Remarks or questions concerning the character or performance of named individuals or groups shall be immediately ruled out of order. (The Chair reserves the right to immediately end the delegation if the remarks are considered severe). A subsequent offence during the same presentation will result in the representative forfeiting his/her right to speak. Any future offences at a subsequent meeting by the same individual will result in forfeiture of his/her right to speak for a period of time to be determined by Council, dependent upon the seriousness of the offence. Refusal of the individual to respect the ruling of the Chair will result in the meeting being immediately adjourned until the individual can be removed from the Council Chambers.
- 7) Upon completion of his/her remarks, the representative should remain in position to allow for possible questions from Council members. Council members may ask questions for clarification purposes only.
- 8) After completion of questions, the representative will be asked to return to his/her seat in the public gallery.
- 9) Members of the public are reminded to refrain from making audible comments or noise (i.e. applause) while in the public gallery.