



Town of Bancroft Delegation Request Form

Date: ____/____/____ (mm/dd/yyyy)

Name of Delegate(s):

1. _____ 2. _____

Name of Group Represented (if applicable):

1. _____

Date of Meeting

Delegations are Allotted 10 Minutes to Speak

Council: _____ (date)

Council Meets on the 2nd Tuesday of Each Month (Subject to Change)

Committee: _____ (date)

Subject Matter:

Have you been in contact with a staff member in regard to this matter? ☐ yes ☐ no **If yes, with whom?** _____

What was the outcome of your discussion?

Recommendation to Council/Committee:

Please indicate below what action you would like Council or Committee to take with respect to your delegation. Use a separate page if more space is required or attach additional documentation.

Contact Information:

Please note that this information will be used to contact individuals and/or organizations who have requested to appear as a delegation before Town of Bancroft Council or Committee. The name of the delegate and/or organization will appear on the meeting agenda, which is also posted on the Town's website.

Contact Name: _____ **Phone Number:** _____

Mailing Address: _____ **Email Address:** _____

Do you require any accessibility accommodation?

☐ yes or ☐ no

If yes, what do you require?

Additional Documentation and Presentation Materials

Will you require A/V equipment? ☐ yes or ☐ no

If yes, please describe:

Any material or documentation MUST be provided to the Clerk by 12:00 noon on the Tuesday preceding the meeting date.

Electronic format is preferred for all delegation materials

If the delegation wishes to have paper materials distributed, twelve (12) copies must be provided to the Clerk by the deadline noted above. If any additional documentation is brought forward on the date of the meeting, it is to be provided directly to the Clerk, and the Chair will determine if it is to be distributed at the meeting.

Please direct any questions and return the completed Delegation Request Form to:

Amber McKenzie,

Clerk

Town of Bancroft

8 Hastings Heritage Way

PO Box 790

Bancroft, Ontario

K0L 1C0

amckenzie@bancroft.ca

(p) 613-332-3331 x 208

(f) 613-332-0384

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council/Committee. Please note that all meetings are open to the public except where permitted to be Closed under legislated authority.

Declaration Request Acknowledgment

I, _____, do hereby acknowledge that I have read and reviewed Section 12 of the Town of Bancroft By-Law to Govern and Regulate the Proceedings of the Corporation of the Town of Bancroft (as attached), which relates directly to Presentations/Delegations/Deputations.

The Corporation of the Town of Bancroft

By-Law No. 45-2020

Being a By-Law to Govern and Regulate
the Proceedings of the Corporation of
the Town of Bancroft.

For reference:

2 INTERPRETATIONS

2.16 Delegation

“Delegation” means a person or group making a verbal presentation to Council.

2.27 Presentation

“Presentation” means:

- a) A ceremonial presentation to or from the Town of Bancroft and
- b) Presentation made by Town staff and/or by consultants retained by the Town or by another level of government
- c) Presentation that in the opinion of the Mayor and Clerk is most beneficial for all involved if heard at a Council Meeting instead of a Committee Meeting.

12 PRESENTATIONS/DELEGATIONS/DEPUTATIONS

12.1 Request to Appear

Individuals wishing to make a delegation to Council or Committee that fall under the Council or Committee’s mandate shall be heard at the meeting, with those delegations having submitted their request and all accompanying documentation in the form prescribed by the Clerk to the Clerk by 12:00 noon on the Tuesday preceding the Meeting.

12.2 Presentation defined

A request for a presentation at a meeting may be made by an individual, group or organization for matters that fall under the Council of Committee’s mandate. Should the request for presentation be made but there is a request for Council to take action, the request shall be made under “Delegations.”

12.3 Delegations and Presentations – time limit

The time allowed for a presentations or delegation shall be limited to a maximum of ten (10) minutes, unless requested and approved in advance by the Clerk and the Chair.

a) Number of Presentations and/or Delegations – meetings

On any given scheduled meeting agenda, there shall be a maximum of two (2) combined presentation(s) and/or delegation(s) permitted to speak for a maximum time allotment of 30 minutes – divided amongst the presenters at the discretion of the Clerk and Chair.

b) Time Schedule – Questions

Members shall be permitted a question period for each presentation and/or delegation of a maximum five (5) minutes. Any decisions to be considered should be listed as a business item for Council or Committee deliberation.

12.4 Delegations Deemed Inappropriate for Council

When it is deemed inappropriate by the Clerk and Chair that a delegation address Council, the Clerk shall so notify the delegation with a supporting explanation.

12.5 Delegation – Statements Unsubstantiated

Whenever a delegation offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member or Town Official, may be recognized by the Chair on a “Point of Order” whereby the Members of Council or Town Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.