

FACT SHEET



Delegations

What is a Delegation? A delegation is the formal name for an individual or group who appear before Council in order to:

- make a presentation on a subject within the jurisdiction or influence of local government;
- address existing or proposed municipal policies or initiatives; or
- update Council on a project, idea or concept.

Delegations are intended to provide Members of Council with information only. Following your presentation, Members of Council will have the opportunity to ask further questions, but they shall not enter into a debate.

All delegations **must**:

- relate to an item appearing on an agenda;
- stay within the prescribed fifteen (15) minute time limitation.

All delegations **must not**:

- occur for the sole purpose of generating publicity;
- relate to litigation or potential litigation or to any matter which is currently before any court or administrative tribunal affecting the Township;
- speak disrespectfully of any person; use offensive words or unparliamentary language; speak on any subject other than the subject for which approval to address was received; disobey the rules of order or a decision of the Presiding Officer.

How do I register as a delegate? Please submit a request in writing using the [Delegation Form](#). Submissions must be received by the Clerk (admin@ryersontownship.ca) before 12 noon on the Thursday prior to the scheduled meeting of Council. Ryerson Township Council meets on the 1st and 3rd Tuesday of every month at 7:00 PM.

NOTE: The Clerk, in consultation with the Presiding Officer, shall decide which delegations shall be heard orally at any given meeting and may defer or decline to place any delegation on the agenda. Delegations are scheduled with regard to the time available, as well as the desirability that different points of view on any issue be heard. Presenters appearing before Council who have previously appeared before Council on the same subject shall be limited to providing only new information in their second or subsequent appearances.

