



The Corporation of the Municipality of Red Lake

**REQUEST TO BE A DELEGATION/GUEST  
AT A COUNCIL/SPECIAL/PUBLIC/COMMITTEE MEETING**

Pursuant to Section 12 of the Procedural By-Law, listed below are the rules/procedures for delegations and invited guests. Please retain Page 1 for your reference.

**12. DELEGATIONS/DEPUTATIONS**

- 12.1 Individuals or groups wishing to appear before Council at a Regular Meeting (6:00 p.m.) or Committee of the Whole Meeting (12:00 noon) may submit a written or verbal request to the Clerk not later than 4:30 p.m. on the Wednesday prior to the meeting. The individual or group's request shall state the nature of the business to be discussed and to which the said person shall confine their remarks. (Appendix "C" – Request for Delegation Form, attached hereto and forming a part of this By-Law may be used for this purpose.)

Individuals or groups wishing to appear before a Committee at a Committee meeting may submit a written or verbal request to the Recording Secretary no later than three business days prior to the meeting.

The submission of a written request to be a delegation does not guarantee the request will be approved. The Municipality reserves the right to schedule or deny a request for a delegation.

Depending on the situation, delegations shall be encouraged by the Clerk/Recording Secretary or Chief Administrative Officer to first resolve the issue with staff. Matters which are operational or administrative only shall be referred to the appropriate Senior Management Team/Resource Person for resolution.

A delegation, once heard, shall not be entitled to be heard either at Council, Committee of the Whole or Committee on substantially the same matter for a period of twelve (12) months from the date of its first hearing.

New information required for Subsequent Delegations – Requests from delegations who have previously addressed Council/Committee on the same matters at a Regular or Public Meeting shall not be granted unless there is new information to present. If, in the opinion of the Clerk/Recording Secretary, the written submission does not provide any new information, the request shall be forwarded to the Mayor/Chair for determination on whether a delegation may be scheduled. If, in the opinion of the Mayor/Chair, the written submission does not appear to provide any new information, the submission may be provided to Council/Committee as Correspondence.

- 12.2 In consideration of time restraints, the number of delegations may be limited and rescheduled at the discretion of the Clerk/Recording Secretary and Chief Administrative Officer.
- 12.3 A person who is not a Member shall not be allowed to address Council/Committee except upon approval of Council/Committee or as may be provided by law.

- 12.4 A person who has complied with Subsection 12.1 of this By-Law may address Council/Committee for a period not exceeding five (5) minutes, except with the permission of the majority of Council/Committee Members present at the meeting.

The Mayor/Chair shall advise the delegation when there is one minute remaining and once the time allotted to a delegation has expired, the Mayor/Chair shall inform the delegation and the delegation shall immediately cease its presentation.

- 12.5 A delegation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall be limited to speaking for not more than five (5) minutes.
- 12.6 Council/Committee may make a decision in response to a Delegation/Presentation during or directly following the Delegation/Presentation. Members of Council or a Committee may seek clarification from the presenter(s), but will not enter into a debate or discussion on the subject matter.
- 12.7 Subsections 12.1 to Subsections 12.5 do not apply for any persons invited by Council/Committee to attend the meeting as a delegation.



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**REQUEST FOR DELEGATION FORM**

Please note that any information/documentation that accompanies the Delegation Form (ie. presentation, report, letter etc.) is public information and will appear on the agenda for the respective meeting.

Request to Appear as a (check one):

Delegation  Guest (invited by Council/Committee)

Name: \_\_\_\_\_

Type of Meeting:  Council  Committee of the Whole  Special  Public  Committee

Date of Meeting: \_\_\_\_\_ (please refer to our website ([www.redlake.ca](http://www.redlake.ca)) for current schedules)

Reason for Delegation request (subject matter to be discussed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you appeared as a delegation in the past regarding this issue? Yes No

If yes, approximately how long ago? \_\_\_\_\_

Have you contacted a Staff Person regarding this issue? \_\_\_\_\_

Name of Person(s) who shall address Council/Committee and shall confine their remarks:  
(maximum of two (2) persons – 5 minutes per person – if appearing with a group, please choose no more than two spokespersons)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Person Requesting Meeting: \_\_\_\_\_ Date: \_\_\_\_\_  
(\*Signature)

(\*Signature not required – Request may be made to the Clerk/Recording Secretary or designate)

FOR MUNICIPAL OFFICE USE ONLY	
Received by Clerk/Recording Secretary: _____	Date: _____
(Signature)	
Meeting Date: _____	