



The Corporation of the Municipality of Trent Hills

REQUEST TO BE A DELEGATION

Requested by:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Meeting to Attend:

Council/Committee: _____

Date of Meeting: _____

Nature of Business To Be Discussed (please be specific)

Background Material Attached: Yes _____ No _____

Date: _____ Signature: _____

By-law 2007-66

3. General

- (a) The rules and regulations contained in this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in the Council and Committees of Council.
- (b) Members of all general, joint and special committees of Council shall be open to the public, unless otherwise decided by the committee, and subject to the provisions of this by-law, all persons may address a committee on any item which is on the meeting agenda.
- (c) Except as provided by law, a person not a member of Council shall not be allowed to address Council except upon approval of Council. Any person desiring to be heard should submit a request in writing to the **Clerk five working days prior to the meeting** at which said person desires to be heard. The written request shall confine their remarks to the stated business and may address Council for a period of time not to exceed ten minutes. A spokesperson shall be appointed for delegations with more than one person.
- (d) A person not a member of Council may, with the approval of Council, address the Council for a period of time **not to exceed ten minutes** and such person shall follow the rules of conduct of members in Council while addressing the Council.
- (e) A motion to extend the period of time a person may address the Council shall be decided, without debate, by a majority of Council members present.