

Thank you for sending a request to be delegation at Wilmot Council. We have a few instructions we are sending to all delegations to ensure expectations and responsibilities are established and we can help you make the best delegation possible.

1. Delegations must register specifically for the topics they wish to delegate on or wish to have the opportunity to delegate on. Please ensure you have advised [clerks@wilmot.ca](mailto:clerks@wilmot.ca) of each Agenda item you want to delegate on.

2. Each delegation will be allowed five (5) minutes to address Council and may not re-address Council on the same matter at the same meeting. Each delegation will be advised when the time is at two (2) minutes left in the delegation. At five minutes, the Chair will stop the delegation.

A maximum of 2.5 hours has been allocated for delegations, therefore there is a chance that your time will be shortened if more than 30 delegations register.

3. Each five (5) minute delegation does not include questions from Council. Any in-meeting set up time required for audio or visual materials relative to each delegation will be included as part of the five (5) minutes.

4. Presentation materials must be provided by the Friday before the Council meeting. Presentations received after that time will not be shown at the Council Meeting but can be included in the Minutes.

5. Delegations are encouraged to provide [clerks@wilmot.ca](mailto:clerks@wilmot.ca) with a written copy of their prepared statement, if reading from a prepared statement. This ensures Council and the public reviewing the Minutes of the Meeting can read exactly what was said.

6. Delegations and their presentations must be respectful to Council, staff, and the public. The Township's Procedural Bylaw discusses decorum and being respectful in the meeting and in communications that are included in meeting. Please review the Procedural Bylaw to ensure you understand these requirements. The following is an excerpt from the Procedural By-law regarding decorum.

#### **Meeting Decorum – All Persons Present**

At no time shall any Member of Council, staff, delegations or member of public or media;

- (a) speak disrespectfully of or to any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which he or she has received approval to address Council;
- (d) disobey the rules of procedure or a decision of the Mayor or Council; or
- (e) interrupt, speak-over, or continue to speak when advised by the Mayor not to, or otherwise disrupt the proceedings of the meeting or the ability of Council or staff to conduct business.

On June 28, 2021, Council passed the following motion specific to the July 5, 2021, Special Council Meeting.

WHEREAS the Prime Ministers Path Community Engagement project solicited public feedback from residents of Wilmot Township and beyond;

AND WHEREAS the Council for the Township of Wilmot wishes to hear from members of the public who register as a delegation to address Council on the findings and recommendations from the First Peoples Group;

AND WHEREAS all members of the public who register as a delegation should have an equal opportunity to address Council within a reasonable timeframe from the start of the meeting;

AND WHEREAS the purpose of delegating at a Council Meeting is to address Council, rather than entering into a debate with Council, staff, or other members of the public;

AND WHEREAS the only matter before Council at the July 5, 2021, Special Meeting of Council, is the Prime Ministers Path Community Engagement project;

THEREFORE, BE IT RESOLVED THAT for the July 5, 2021, Special Meeting of Council, members of the public registering as a delegation to address Council shall be allotted a maximum of five minutes to address Council;

AND FURTHER THAT FOR THE July 5, 2021, Special Meeting of Council, the total time allotted to delegations addressing Council, exclusive of Council questions, shall be capped at two and one-half hours (one-hundred and fifty minutes), and that the per delegation time may be lowered to ensure all registered delegations are heard;

AND FURTHER THAT for the July 5, 2021, Special Meeting of Council, each member of the public registered as a delegation shall be allowed to address Council once.

The full Procedural By-law for the Township of Wilmot can be found online, [Microsoft Word - PROCEDURAL BY-LAW 2019-25 - APPROVED \(wilmot.ca\)](#)