



MANAGER OF ADMINISTRATION

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Have you already contacted the appropriate department with your concern? Yes No

If yes, with whom did you speak? \_\_\_\_\_

### Delegation Request

*Note: The information listed is used for the purpose of delegation to Portage la Prairie City Council, to be distributed for an open session of City Council, and as such, becomes public information.*

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

I/We, \_\_\_\_\_ wish to appear as a delegation at the \_\_\_\_\_, 20\_\_\_\_ regular meeting of Portage la Prairie City Council.

The purpose of addressing City Council is (please provide as much detail as possible):

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

I hereby acknowledge receipt of the Procedural Requirements for Delegations as attached and agree to abide by such regulations, inclusive of the 5-minute speaking time.

\_\_\_\_\_  
Signature(s)

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Digital Presentation to be included?

## Procedural Requirements for Public Delegation

The following regulations are established in the City's Procedure By-law No. 19-8688. These rules apply to all persons wishing to appear as a delegation before City Council.

- 3.8.3 Delegations will be scheduled for all Council meetings at 6:00 p.m. unless otherwise directed by Council;
- 3.8.4 The Mayor or other presiding officer shall have the right to limit the time taken up by a delegation to 5 minutes. The delegation should be encouraged to appoint one spokesperson.
- 3.8.5 To allow Council Members to prepare for delegations, all presenters shall register with the Manager of Administration by the Wednesday prior to the Council meeting, and provide in writing the following information:
- the date of the meeting at which they wish to appear
  - the subject to be discussed and any material that is to be distributed to City Council
  - the name and current mailing address of the person who will be addressing Council; and
  - the telephone number where the representative of the delegation can be reached during normal business hours
- 3.8.6 The Mayor or other presiding Officer may deny any delegation the right to be heard at a meeting of the Council if, in his or her opinion;
- The delegation:
- a) Uses offensive words in referring to any member of the Council, or to any official or employee of the municipality, or member of the public;
  - b) Shouts, immoderately raises his or her voice, uses profane, vulgar or offensive language;
- 3.8.8 There shall not be a limit to the number of delegations included on the agenda of a council meeting, but the City Manager is granted authority to schedule delegations as deemed appropriate.