

TOWN OF GRIMSBY

PROCEDURE FOR DELEGATIONS AT COUNCIL MEETINGS

The purpose of the deputation process is to allow individuals or groups to make their views known to Council. Council values and welcomes input, comments and constructive suggestions.

Depending on the nature of the business to be raised, it may be more appropriate to address one of Council's standing committees. It is suggested that this opportunity be discussed with the Town Clerk.

Persons wishing to appear before Council are required to submit a written request to the Town Clerk no later than 12:00 noon on the Friday prior to the meeting, including name and address of the spokesperson and the nature of the business to be addressed.

Should you wish to provide written material to Council, a copy should be provided to the Town Clerk with your request to appear at the meeting. The Town Clerk will ensure that this material is included in the Council Agenda package for members of Council and appropriate staff. Should you wish to present additional written materials on the night of the meeting, 15 copies should be available for distribution.

Council meetings are held at Town Hall on the 1st and 3rd Mondays of each month; holidays may vary the schedule.

The Mayor is the Presiding Officer at all Council meetings and in his absence, the Deputy Mayor will preside over the meetings.

For further details with respect to delegation procedures, please contact the Town Clerk's office at 945-9634.

TOWN OF GRIMSBY
DELEGATIONS TO COUNCIL
GUIDELINES & PROTOCOL

When called upon by the Mayor, proceed directly to the podium at the front of the Council Chambers.

Speakers are asked to keep their remarks as brief as reasonably possible. Comments stated in a clear, concise and factual manner are appreciated. The maximum allowable time is 10 minutes.

Please confine your remarks to the business stated in your request to be heard at the meeting and direct your comments or questions to the Mayor.

It is considered proper protocol and simply good manners not to ridicule or berate other individuals. When making a presentation to Council, no person shall:

- speak disrespectfully of or make personal remarks about any member of Council, the public or an employee of the Town;
- use offensive language;
- reflect upon the motives of members of Council who may have voted for or against a particular motion;
- reflect upon the motives of staff in giving advice to Council;
- refuse to comply with the decision of the Presiding Officer regarding any interpretation of Council's Procedural By-law;

Upon completion of your presentation, please remain in position to allow for any questions from Council members. It should be noted that debate is not permitted during your presentation.