

The Corporation of the Township of Jocelyn

Schedule "A" to By-Law No. 2026-1672

**Council Meeting Delegation Request Form**

Name / Organization Attending: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Reason for attendance: \_\_\_\_\_

Background Information or Questions for Council: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

Is your intention to:

A) Share information or

B) Request Council action

Explain:

---

---

---

---

**Note:** *Delegations may be heard by Council. Matters, in the opinion of Council, that may not be within their legislative authority to control, may be declined. Requests for Delegation must be received in writing one week prior to the scheduled meeting.*

*For Office Use Only*

*Date Received:*

*Received By:*

***As per By Law No. 2026- 1672 ...***

## **14. PUBLIC PRESENTATIONS AND DELEGATIONS**

14.1 Delegations shall request permission to appear before Council in writing using the prescribed form. This must be submitted by the Wednesday of the week prior to the meeting.

14.2 Delegations shall be limited to five (5) minutes unless otherwise approved by Council.

14.3 Delegations are for information purposes only

14.4 There will be zero tolerance for aggressive, threatening or derogatory remarks from anyone attending or participating in the meeting. The Head of Council can remove anyone from the Chambers found to be in violation of the Code of Conducts or the Zero Tolerance Policy.

14.5 No more than 2 delegations will be heard at a meeting

--