



**TOWN OF INNISFIL DELEGATION TO COUNCIL REQUEST FORM**  
 (The Online [Delegation Form](#) can be used to submit a request)

The following form must be completed, signed, and submitted to the Town of Innisfil Clerk's Office for review. Agenda Items by **12:00 noon the Monday before a Regular Council meeting.** **NON-AGENDA items must be submitted by 12:00 noon the Friday before a Council meeting.** Delegations to Council are limited to 10 minutes. Refer to the Town's website calendar for a list of scheduled Council meetings.

**Full Name(s) of Person(s) Appearing/Presenting:** \_\_\_\_\_

**Preferred Date:** \_\_\_\_\_ **Alternate Date:** \_\_\_\_\_

**Are you representing a Group?** Yes No  
**Name of Group & Your Title:** \_\_\_\_\_

**Will other Group Members be attending?** Yes No

**Complete Address of Delegate and/or Group:** \_\_\_\_\_

**Phone:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Provide brief details of your delegation. (A letter outlining the purpose MUST be submitted with this form)**

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

**Have you appeared before Council on this issue(s) before?** YES NO

**Have you consulted with staff on this issue(s) previously?** YES NO

If you answered "yes", provide name(s) of staff: \_\_\_\_\_

**Do you have any special requirements when presenting?** \_\_\_\_\_

Additional documentation attached? YES NO  
 Additional documentation to be provided at meeting? YES NO  
 Will a PowerPoint presentation be used? YES NO

**Note: Your Power Point MUST be submitted to Clerk Services no later than 12:00 noon the Monday before the meeting. All delegation material will be reviewed by the Clerk's Department.**

Please remit this form and copy(s) of all material to Clerk Services, by email, fax or hand delivery. Once the form/material is received, Clerk Services will contact you to confirm your placement on the agenda. Thank you.

**Date Submitted:** \_\_\_\_\_ **Signature of Person Requesting Appearance:** \_\_\_\_\_

Town of Innisfil - 2101 Innisfil Beach Road, Innisfil, ON L9S 1C2  
 EMAIL: [clerksoffice@innisfil.ca](mailto:clerksoffice@innisfil.ca) / PHONE: 705-436-3710 FAX: 705-436-7120

**Disclaimer:** Please note that submission of this form does not guarantee the approval of your request. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act. Personal information collected on this form is authorized under the Town's Procedural By-law 077-11, Section 103 and will be used to contact individuals and/or organizations requesting to appear before Council. The name(s) of the delegate(s) will be published as part of the meeting agenda which is also posted on the Town's website.

# **DELEGATIONS**

## **As per Procedural By-law No. 014-22**

### **43. Delegations by Members of the Public/Delegations by Invited Guests or Members of Staff**

- 43.1 Each Delegation may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Delegate(s) in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Delegation need not relate to a matter on the Agenda.
- 43.2 Delegates regarding an item appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) on the Monday prior to a Regular Council Meeting, or two (2) business days prior to an Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, and any supporting materials electronic or otherwise.
- 43.3 Delegates regarding an item **not** appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) on the Friday prior to a Regular Council Meeting or Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, any supporting materials electronic or otherwise and the requested speaking time up to a maximum of ten (10) minutes. Requested time does not guarantee actual speaking time.
- 43.4 Any material(s) that the Delegate wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services 48 hours in advance of the Meeting, including any power point or other type of presentation.
- 43.5 Notwithstanding Section 43.1 of this By-law, Delegations by Invited Guests that includes Town Consultants, Committees, Boards or Commissions, municipal partners, or Town Staff may be permitted additional time that would facilitate adequate presentation of subject material.
- 43.6 Delegations may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the Delegation was interrupted. The Delegation may be rescheduled to the next available Council meeting agenda or Council receive the information or refer the information to Staff.
- 43.7 By two-thirds majority vote, Council or Committee may add a Delegation that missed the registration deadline noted in this By-law or extend the time allotted for a specific Delegation, provided that it relates to an item on the agenda for the current meeting.
- 43.8 The Mayor or Chairperson may curtail any Delegation for disorder or any other breach of this or any By-law. When the Mayor or Chairperson rules that the Delegation is concluded, the individual/group shall withdraw immediately.
- 43.9 Members may ask questions of the Delegate to obtain additional relevant information. Debate between Members is not permitted during the Delegation.

43.10 Delegates may be invited to answer further question(s) that may be raised during debate in Committee of the Whole.

43.11 A Delegation request is not required for any Proponent or their representative regarding any planning or development matter. The Proponent or their representative will not be identified as a Delegation on the Agenda, unless requested, however they may be permitted to respond to any questions by Council or provide relevant information during consideration of that item.

43.12 No Delegate shall:

- a) Speak disrespectfully of any person;
- b) Use improper language;
- c) Speak on any subject other than the subject for which they have received approval to address Council or a Committee;
- d) Disobey the rules of procedure or a decision of the Mayor or Chairperson; or
- e) Speak to Council about the following matters:
  - Involving current or pending litigation;
  - Involving insurance claims;
  - Administrative complaints that have not been reported and investigated through the Customer Service process;
  - Beyond the jurisdiction of Council; or
  - Contrary to *MFIPPA*.

# Power Point Presentation Accessibility Guidelines

## *Dignity, Independence, Integration and Equal Opportunity*

This is a simple guide to making presentations at the Town of Innisfil. In an attempt to create presentations that are easily read and understood, a few recommendations and guidelines have been drafted. These guidelines are put in place to assure that a presentation created has the ability to go in front of counsel and be able to be understood by both the counsel and members of the community.

*“Accessible” means capable of being entered or reached, approachable; easy to get at; capable of being influenced; obtainable; easy to understand or appreciate. TOI Accessible CS Policy*

Use clear and plain language, make your point and don't dilute it with lengthy instructions or industry jargon. Simpler is often better, when writing a presentation keep it clean and easy to understand. Use large fonts, easy to read colour combinations and don't clutter slides with too much information. If you have information that won't fit on one slide, review to see if any can be cut. If not, then simply add another slide. Be consistent with punctuation. If you use periods at the end of a point, all points should have periods.

### **Font**

- Minimum 27 Ariel or a similar Sans Serif font
- Use easy to read font colours e.g. avoid x on y.
- Use consistent font size

### **Colour**

- Colour can be a powerful tool for presenting information. It conveys meaning and influences attitudes. The colours you choose and the way you use them together can have a strong impact on your audience, ensuring the success of your presentation.
- Certain colour combinations provide high contrast for ease of reading. For example, the following combinations of text colour on background colour work well: green on purple, white on black, violet on yellow, blue-green on red.
- Be aware of people with colour blindness or low vision by avoiding the following:
  - Red and green together.
  - Blue and yellow together.
  - Blue background with white or yellow text.

It is good to keep in mind that that the AODA has four principals of the Accessibility legislation that must be respected and followed. In your presentation please be aware of how you present and what the presentation looks like.

Speak loudly, clearly and at a respectable pace for those who are hard of hearing. Also providing transcribed notes of your presentation will help some with vision problems as well as learning disabilities.

Keeping in mind that different people have different needs is a key aspect of creating a well received presentation.