



**Town of Marathon
Request for Council Delegation**

Name of Individual/Organization: _____

Name of Individual Presenting: _____

Position/Title of Person Presenting: _____

Contact Information: _____ / _____
Email Phone/Cell Number

Will other representatives be attending? Yes No Number Attending: _____

Have you appeared before Council in the past? Yes No
If yes, for the same issue? Yes No

Detailed reason(s) for delegation request:

Will you be attending the Council Meeting: In-Person Virtually

If attending in-person, will you require audio/visual equipment: Yes No
If yes, what will be required: _____

A copy of your presentation, must be forwarded electronically to clerk@marathon.ca

Signature

Date

Please contact us if accessibility accommodations are needed.

Requests are to be submitted to:

Louise Lees, Deputy Clerk
In-Person at 4 Hemlo Drive or
Email: clerk@marathon.ca

Questions? Phone: 807-229-1340 (ex. 2223)



Town of Marathon

Request for Council Delegation

Instructions

- Written requests to appear as a delegation must be received before, a minimum, ten (10) calendar days prior to a Regular Council Meeting.
- Delegates must provide a copy of the presentation as well as any background information to the Deputy Clerk by the Thursday prior to the Council Meeting. This information will be copied to Council Members.
- Delegations are to be limited to ten (10) minutes. Council members may ask clarifying questions following the presentation, but no decision is made at that meeting.
- If Delegations consist of more than one person, only one person will be permitted to speak.
- Delegates are encouraged to review Section H of the Town's Procedural By-Law regarding Deputations and Delegations, prior to the presentation.

Once the above information is received by the Deputy Clerk, you will be contacted to confirm your placement on the agenda.

H. DEPUTATION

34. Persons desiring to present information on matters of fact or make a request of Council shall give notice, in writing, to the Clerk not less than five (5) days before the commencement of the meeting of Council and may be heard by the Mayor and Council. The deputation shall appoint one (1) speaker who shall be allowed not more than ten (10) minutes to make a presentation on behalf of the deputation.
35. The notice from the deputation shall be legibly written and shall include a summary of the matter or matters that are to be presented.
36. Section H does not apply for any guest(s) invited by Council to attend the meeting.
37. Council will consider the information provided by the deputant. Council questions will be to Administration ONLY. The deputant issue may be referred to Administration for a report on the matter at a later date.
38. The Clerk shall have the authority to make an initial determination and refusal of an application for a deputation that is deemed repetitive. The Clerk shall refuse requests by individuals or associations who were previously represented as a coalition or co-ordinating group, unless new information is submitted. The Clerk shall provide Council with a copy of each letter in which a deputation has been denied under this provision.