



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 20-622

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the Deputy Clerk no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The CAO/Clerk-Treasurer reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME: _____ LAST NAME: _____

TITLE/ORGANIZATION (if applicable): _____

SPOKESPERSON(S): _____

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: _____

MAILING ADDRESS: _____

TELEPHONE NO.:

E-MAIL:

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:

If you are seeking a specific action or decision please explain:

Is this a time sensitive issue: yes no

Do you have supporting documentation: yes no

If yes: Please ensure documentation is attached or has been forwarded to deputy-clerk@southalgonquin.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: _____

Date: _____

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Delegation Procedures

- **Council meetings are held the 1st Wednesday** of each month. The meetings begin at 9:00 a.m. The agenda items must be submitted the previous Tuesday with Thursday circulation. Delegations are among the first items on the agenda; therefore, delegations should arrive for the beginning of the meeting unless advised differently.

RULES OF ORDER FOR DELEGATIONS AT COUNCIL MEETINGS OF THE TOWNSHIP OF SOUTH ALGONQUIN

As per the Township of South Algonquin's Procedural By-Law #20-622 the following must be adhered to regarding any requests for delegations/ presentations at Council/Committee meetings:

Request for Delegation:

Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.

The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:

- (a) More time is required to prepare Staff Reports for Council;
- (b) The Delegation Request Form was not submitted by the deadline;
- (c) The Delegation Request Form is incomplete;
- (d) The subject matter of the Delegation is outside of the jurisdiction of Council;
- (e) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
- (f) The meeting agenda is already too lengthy;
- (g) The subject matter is set to be discussed on another agenda;
- (h) The issue is frivolous or vexatious;
- (i) The issue has been or is to be considered by the Committee of Adjustment;
- (j) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
- (k) Council previously indicated that it will not hear further from this Delegation; or
- (l) The issue should be referred to the Administrative Department for action.

Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the CAO/Clerk-Treasurer no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons

addressing the Council or Committee shall confine their remarks to the stated business.

No delegation may be scheduled for an in-camera session, nor shall delegations be permitted regarding any specific personnel matter.

All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.

The CAO/Clerk-Treasurer shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.

A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the CAO/Clerk-Treasurer may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the CAO/Clerk-Treasurer shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the CAO/Clerk-Treasurer.

A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the CAO/Clerk-Treasurer before the meeting begins. The CAO/Clerk-Treasurer will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.

Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the CAO/Clerk-Treasurer and will be appended to the minutes.

Previous Delegations:

Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the CAO/Clerk-Treasurer, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the CAO/Clerk-Treasurer, the written submission does not provide any new information, the request shall be denied.

The CAO/Clerk-Treasurer may, at their discretion, forward the request for a second delegation to The Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

Contact Information

Tel 613-637-2650 ext. 200 Deputy Clerk

Fax 613-637-5368

Email deputy-clerk@southalgonquin.ca

Location and Mailing Address

7 Third Avenue

PO Box 217

Whitney ON K0J 2M0

Business Hours: 8:30 am to 4:00 pm, Monday to Friday (excluding statutory holidays)