



# DELEGATION REQUEST FORM

A delegation is an opportunity to appear before Council or Committee to discuss a matter or concerning an item on the agenda prior to Committee or Council’s consideration of the matter. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the Clerk and can be dropped off or mailed to the municipal Office Attn: Clerk, 871 Forest Lake Road P.O. Box 519 Sundridge, ON P0A 1Z0: Faxed: 705-384-0845 or Emailed to municipal.admin@townshipofjoly.com

## Delegate Information

Last Name:

First Name:

Mailing Address:

Email Address:

Contact Number:

## Meeting Information

Council Meeting Date Requested:

Please state the purpose of the delegation (subject matter must be concerning an item on the Agenda):

Signature:

Date:

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings agenda and minutes are available on the Township’s website. Questions about this collection should be forwarded to the Clerk.

## Engaging Council through a Delegation

A delegation is an opportunity to appear before Council or Committee concerning a matter or an item on the agenda prior to Committee or Council's consideration of the matter.

Council welcomes and encourages public input. A person wishing to make a delegation shall submit a request to the Clerk.

### How to Delegate, as per Procedural By-Law:

- Persons interested in appearing before Committee or Council shall give notice to the Clerk no later than **noon (12 pm) on the Thursday prior to the Meeting day.**
- The Clerk will confirm your placement on the agenda once the form and supporting documents are received.
- Material relating to your delegation must be provided with the completed Delegation Request Form. If you are unable to provide your material prior to the distribution of the agenda, please bring material with you and have 6 copies for distribution to council.  
***Please note that USB keys with delegation material are prohibited.***
- Individuals shall be limited to two (2) delegations per calendar year on the same subject matter.
- No persons, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than fifteen (15) minutes.
- The appropriate way to address Council is to preface their surname with *Mayor* or *Councillor*, for example, *Mayor Smith*
- All questions or comments shall be made through the chair.
- Delegates must provide a copy of their speaking notes and any additional information they present for inclusion in the public record.
- Council may not respond to a delegation during the meeting at which it occurs. Members may seek clarification from the speaker but will not enter into a debate or discussion on the subject matter.

### No Person shall:

- Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public
- Use profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member.
- Disobey the procedural rules or the decisions of the Chair or of the Council or Committee
- Leave his or her seat while a vote is being taken and until the results of the vote are declared
- Make any disruptive noise or disturbance
- Enter the Meeting while a vote is being taken
- Walk between a Member who is speaking and the Chair
- Applause or display any type of approval or disapproval during Council or Committee

Regular meetings are held on the second Tuesday of every month at 5:30PM. For information on committee meeting dates, please visit our website.

For more information or assistance regarding a delegation to Council please contact the Clerk at 705-384-5428 or by e-mail to [municipal.admin@townshipofjoly.com](mailto:municipal.admin@townshipofjoly.com)