



**REQUEST TO SPEAK FORM FOR ELECTRONIC MEETINGS**

Due to the current COVID-19 pandemic and the Declaration of Emergency by the Province and the Town of Georgina, the Committee of Adjustment is permitted to hold electronic meetings during this time. For persons who would like to address the Committee during an electronic meeting, please send this completed form, together with any speaker notes and/or written questions for consideration by the Committee to Matthew Ka, Development Services Department, at [mka@georgina.ca](mailto:mka@georgina.ca) no later than noon on the last business day before a scheduled meeting to pre-register.

**PLEASE PRINT CLEARLY:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ (Street Address) \_\_\_\_\_ (Town/City) \_\_\_\_\_ (Postal Code)

**PHONE #:** **DAY:** \_\_\_\_\_

**EVENING:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

Please send me correspondence by email:

**NAME OF ORGANIZATION OR PERSON(S) BEING REPRESENTED (IF APPLICABLE):**

\_\_\_\_\_

**1) DATE OF HEARING YOU WISH TO ATTEND:** \_\_\_\_\_  
(Day) (Month) (Year)

**2) BRIEF SUMMARY OF THE REPORT OR PURPOSE OF YOUR SPEAKER REQUEST:**

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

**3) HAVE YOU BEEN IN CONTACT WITH A TOWN STAFF MEMBER REGARDING YOUR MATTER OF INTEREST?** Yes  No  Not Applicable

If yes, with whom, and what was the outcome of your discussion?

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**4) REQUEST NOTIFICATION OF DECISION?** Yes  No

**NOTES:**

I confirm that I have read and understand the instructions and procedure, and shall abide by the Speaker Procedures under the Procedural By-law 2016-0014, as amended.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal Information on this form is being collected under the authority of the *Municipal Act* and will be used for the purposes of sending correspondence relating to matters before the Committee of Adjustment. Your name, address, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended. Questions about this collection should be directed to the Clerk's Division, Town of Georgina, 26557 Civic Centre Road, Keswick, ON, L4P 3G1. Telephone 905-476-4301, Ext. 2223; Fax 905-476-1475.

## INSTRUCTIONS FOR SPEAKING AT THE COMMITTEE MEETING

As there is an audience for Committee of Adjustment meetings, it is necessary to follow certain procedures to ensure that the Speaker is heard clearly by the audience, and by the Committee members during the electronic meeting(s). The following information is in regards to Sections 2, 3, 4, 5 and 7 of Procedural By-law 2016-0014, as amended:

- ✓ You must pre-register with the Town by noon on the last business day before the electronic meeting by sending a completed Request to Speak form to [mka@georgina.ca](mailto:mka@georgina.ca) or by calling 905-476-4301, ext. 2258.
- ✓ Electronic participation will be allowed through 'dial-in by telephone' only (long-distance calling charges may apply).
- ✓ If you are confirmed as a registered speaker, you will be provided with codes and instructions to participate in the electronic meeting.
- ✓ On the day of the meeting, log into the system one (1) hour before the meeting starts to check-in with appropriate staff and test your audio settings.
- ✓ When waiting to be called upon by the Chair, stay on mute and remain attentive to the proceedings when not assigned the floor by the Chair.
- ✓ The Speaker shall start by stating their name, address, and mention if they are representing any organization or association.
- ✓ Speakers are permitted to speak only once and are limited to five (5) minutes.
- ✓ A five (5) minute extension to speak may be decided by a majority vote of the Committee.
- ✓ When addressing the Committee, or answering a question, regardless of where the question came from, the Speaker should always address comments to the Chair as this helps maintain decorum. The Chair can be addressed as 'Chair/ Mr. Chair'.
- ✓ Speakers taking the same position on a matter are encouraged to select a spokesperson to present their views.
- ✓ Speakers are encouraged to not repeat information presented by an earlier speaker.
- ✓ Speakers are also encouraged to include with the completed Request to Speak Form any questions and/or speaker notes.
- ✓ Speakers shall not:
  - Speak more than once on an item;
  - Speak disrespectfully of any person;
  - Use offensive words;

- Speak on any subject other than the subject for which they received approval to address the Committee;
- Disobey a decision of the Presiding Officer; OR
- Enter into a cross debate with other Delegations or Presenters, Town staff, Members of the Committee or the Chair.

For assistance or advice regarding the Request to Speak form, contact Matthew Ka, Development Services Department, at 905-476-4301 ext. 2258, or by email at [mka@georgina.ca](mailto:mka@georgina.ca).

**Thank You for Participating at your Georgina Committee of Adjustment**