



Town of Georgina

Delegation request form

For completion 10 days prior to the meeting

Council meetings are held in a hybrid format with in-person and electronic participation. For those who wish to make representation at a Council meeting, you may participate in the meeting remotely or in person.

Complete and submit this form, along with any written submissions and background information for consideration by Council, to the Clerk's Division 10 days prior to the Wednesday meeting.

Please choose one→ Will attend in person Will attend virtually/remotely
Please choose one→ With PowerPoint* Without PowerPoint

*If attending virtually/remotely and a PowerPoint is to be utilized, note that it is the responsibility of the delegate to share his/her screen.

Name: _____

Address: _____
Street Address

_____ Town/City _____ Postal Code

Phone#: Day: _____ Evening: _____

Email address: _____

Name of organization or person(s) being represented (if applicable):

1) Council date you wish to attend:



2) Brief summary of the purpose of your delegation:

3) Have you been in contact with a Town staff member in regard to the matter of interest?

Yes No

With whom: _____

4) If yes, outcome of your discussion:

5) Do you require any accessibility accommodation? Yes No

If yes, what do you require? _____

6) Request of notification of decision. Yes No

Notes:

The Delegation Request Form, along with supporting materials and presentations notes, must be received by the Clerk's Division no later than 10 days prior to the Wednesday meeting.

I confirm that I have read and understand the instructions and procedure and shall abide by the delegation procedures under the Procedural By-law.

Signature

Date

Personal Information on this form will be used for the purposes of sending correspondence relating to matters before Council. 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 Rd., Keswick, ON L4P 3G1. Telephone 905-476-4301, ext. 2223.

Instructions for delegations to Council

All portions of Council meeting(s) are televised except those portions permitted under the closed meeting provisions under the Municipal Act, 2001, Section 239.

As there is an audience for Council meetings, it is necessary to follow certain procedures to ensure that your PowerPoint presentation, if one, is seen and heard by the television audience, the audience in the Council Chamber and foremost by Council members.

- Delegations are limited to five minutes, which may be extended at the discretion of Council by a majority vote.
 - Delegates shall not:
 - Speak more than once on an item
 - Use offensive words
 - Speak on any subject other than the subject for which they received approval to address Council
 - Disobey a decision of the Presiding Officer
 - Enter into cross debate with other presenters, Town staff, Members of Council or the Presiding Officer
 - Upon the completion of a delegation to Council, any discourse between members and the delegate shall be limited to members asking questions for clarification and obtaining additional relevant information only.
 - Members shall not enter into debate with the delegates.
 - Once the motion has been moved and seconded with respect to presentation, no further presentation or questions of the delegate shall be permitted.
-

Procedure for delegates:

1. Provide information in advance

Delegates must provide a copy of your presentation to the Clerk's Division 10 days prior to the Wednesday meeting, so your name can be placed on the agenda and the Council members and public are aware of your topic.

The Clerk's Division personnel can be contacted at 905-476-4301, ext. 2219, or clance@georgina.ca.

2. Speak through the chair

When addressing Council or answering a question, regardless of where the question came from, the Delegate should always address your comments to the Mayor, Deputy Mayor or Presiding Officer as this helps to maintain decorum. The Mayor can be addressed as 'Mayor Quirk' or 'Madam Mayor' or 'Deputy Mayor' if the Deputy Mayor is presiding.

3. Speak into the microphone

If attending in person, when addressing Council or answering a question, always use the microphone.

- When you must move from the public gallery to use a microphone, move to the microphone before speaking.
- If you move back to a seat in the audience and you are asked another question, please return to the microphone to respond.
- Do not try to address Council from your seat in the audience as people both in the Council Chamber and the television audience cannot hear you.

4. Presentation materials before the meeting

If you intend for a PowerPoint presentation to be displayed on the monitors during the meeting:

- i. If attending in person, forward your presentation via email to the Clerk's Division at clerks@georgina.ca 10 days prior to the meeting date so it can be loaded in preparation of sharing it on the monitors and posted on the Town website. Note all PowerPoint presentations will be shared on the monitors by Town staff during the meeting.
- ii. If attending virtually, it is the responsibility of the presenter to share his/her screen during the meeting. Forward your presentation via email to the Clerk's Division at clerks@georgina.ca 10 days prior to the meeting date so it can be posted to the Town website and for the Town records.

5. Make sure your presentation will be visible

When preparing any drawings or documents for sharing on screen, the delegate should make sure the text or the diagram will be visible in the Council Chamber. Presentations on the screen must be legible for the audience, the words on the document or drawings should be visible from a distance of eight feet away (the font size should be a minimum of 24).

6. Request assistance

For assistance or advice regarding making your presentation to Council, contact the Clerk's Division personnel at 905-476-4301, ext. 2219 or clance@georgina.ca.

Thank you for participating at Georgina Council