



## Request to speak form

### In person or virtually

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

If attending in person, complete and submit this form to the Town Clerk prior to the start of the meeting. Provide any speaker notes and/or written questions for consideration by Council with this form and submit to the Clerk's Division personnel prior to the commencement of the scheduled meeting.

If attending virtually/remotely by phone/audio only, this form must be completed and submitted to the Clerk's Division by email at [clerks@georgina.ca](mailto:clerks@georgina.ca) no later than noon on the last business day prior to a scheduled meeting to pre-register. Once you are confirmed as a registered speaker, you will be provided with codes and instructions to participate in the hybrid Council meeting virtually.

<b>Name:</b>	_____
<b>Address:</b>	_____
	Street Address
	_____
	Town/City
	Postal Code
<b>Phone #:</b>	_____ (this is how we identify you during the meeting virtually)
<b>Email Address:</b>	_____
<b>Name of organization or person(s) being represented (if applicable):</b>	_____

1) **Council date you wish to attend:**

\_\_\_\_\_

2) **Brief summary of the report or purpose of your speaker request:**

---

---

**Provide the following, if applicable;**

File number \_\_\_\_\_ Report number \_\_\_\_\_

Applicant's name \_\_\_\_\_

Street address/legal description \_\_\_\_\_

3) **Have you been in contact with a Town staff member in regard to your matter of interest?** Yes  No  N/A

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

---

4) **Do you require any accessibility accommodation?**

Yes  No

If yes, what do you require?

---

5) **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 Number 2022-0099 (COU-2).

\_\_\_\_\_  
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 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 speaking at Council

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

As there is an audience for Council meetings, it is necessary to follow certain procedures to ensure that presentations are seen and heard by the television audience, the audience in the Council Chambers and foremost by Council Members.

- Speakers are permitted to speak only once and are limited to five minutes.
- A five-minute extension to speak may be decided by a majority vote of Council.
- 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 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 Council
  - Disobey a decision of the Presiding Officer
  - Enter into cross debate with other delegations or presenters, Town staff, Members of Council or the Chair.

## Procedure for speakers:

### 1. Provide information in advance

Speakers are encouraged to provide a copy of any questions and speaking notes to the Town Clerk or Council Services Coordinator prior to the meeting for the public record.

The Clerk's Division can be contacted at 905-476-4301, ext. 2219 or [clance@georgina.ca](mailto:clance@georgina.ca).

### 2. Speak through the Chair

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

### 3. Speak into the microphone

When addressing Council or answering a question, always use the microphone.

- If 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 Chambers and the television audience cannot hear you.

### 4. Request assistance

For assistance or advice regarding the Speaker Request Form, contact the Clerk's Division at 905-476-4301, ext. 2219 or [clance@georgina.ca](mailto:clance@georgina.ca).

Thank you for participating