

DELEGATION REQUEST FORM



DELEGATION REQUEST FORM

Thank you for participating at your Georgina Council. This form, in addition to any written submission/background information for consideration by Council, must be submitted to the Clerk's Division by **10:00 a.m. on the Monday ten (10) days prior to the Wednesday meeting.**

PLEASE PRINT CLEARLY:

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

**ADDRESS:** \_\_\_\_\_  
 Street Address

\_\_\_\_\_

Town/City Postal Code

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

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

**NAME OF ORGANIZATION OR PERSON(S) BEING REPRESENTED (if applicable):**

\_\_\_\_\_

1) **COUNCIL MEETING DATE** you wish to attend:

\_\_\_\_\_

2) **BRIEF SUMMARY OF THE PURPOSE OF YOUR DELEGATION:**

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

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3) **HAVE YOU BEEN IN CONTACT WITH A TOWN STAFF MEMBER IN REGARD TO THE MATTER OF INTEREST?**

YES  WITH WHOM \_\_\_\_\_  
NO

If yes, what was the outcome of your discussion:

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

4) **DO YOU REQUIRE ANY EQUIPMENT FOR YOUR DELEGATION?**

If yes, please specify:

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

5) **DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION?**

YES  NO

If yes, what do you require?

\_\_\_\_\_

6) **REQUEST NOTIFICATION OF A DECISION** YES  NO

**NOTES:**

The Delegation Request Form as well as any written submissions/background information for consideration by Council, must be submitted to the Clerk’s Division **by 10:00 a.m. on the Monday ten (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 2016-0014.

\_\_\_\_\_  
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 Department, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1. Telephone 905-476-4301, Ext. 2223; Fax 905-476-1475.



## INSTRUCTIONS FOR DELEGATIONS TO COUNCIL

All portions of Council meeting(s) are televised except those portions permitted 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 your presentations are seen and heard by the television audience, the audience in the Council Chambers and foremost by Council Members.

- Delegations are limited to five (5) minutes. A five (5) minute extension to speak may be decided by a majority vote of Council.
- A delegation consisting of more than three (3) or more persons at the same meeting may have more than one speaker provided that the total speaking time does not exceed ten (10) minutes in total.
- Delegations 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 the other delegations or presenters, Town staff, Members of Council or the Presiding Officer.
- A maximum of three (3) delegations shall be allowed to address Council per meeting.
- If the Clerk receives four (4) or more requests to appear as a delegation regarding the same matter, Council shall be informed and may schedule a special meeting to address the matter.
- Upon the completion of a delegation to Council, any discourse between Members and the Delegation shall be limited to Members asking questions for clarification and obtaining additional relevant information only.
- Members shall not enter into debate with the Delegation.
- Council shall receive, by resolution, the delegation and any documentation. Where there is no accompanying staff report, the matter may be referred to a future meeting of Council and a report requested for that meeting.
- Once a motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.

**Procedure for Delegations to Council:**

1. **PROVIDE INFORMATION IN ADVANCE**

Delegations must provide a copy of your delegation/presentation to the Clerk's Division prior to **10:00 a.m. on the Monday ten days prior to the Wednesday meeting**, so that your name can be placed on the agenda and the Council Members and public are aware of your topic.

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 Delegation should always address your comments to the Mayor as this helps maintain decorum. The Mayor can be addressed as 'Mayor/Madam Mayor', or 'Deputy Mayor, if the 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 you begin 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 television audience cannot hear you.

4. **TEST YOUR PRESENTATION MATERIALS BEFORE THE MEETING**

If you are presenting drawings, documents or a power point presentation that you wish to display using the projector, you are advised to attend the Council Chambers during the day prior to the meeting to ensure that your presentation can be properly loaded and displayed. If you need additional information regarding the presentation, please contact the Clerk's personnel at 905-476-4301, ext. 2219.

5. **MAKE SURE YOUR PRESENTATION WILL BE VISIBLE**

When preparing any drawings or documents to be displayed on the screens in Council, please format your presentation accordingly. To be legible for the audience and for Council, the words on the document or drawings should be visible from a distance of eight (8) feet away (the font size should be a minimum of 24).

6. **REQUEST ASSISTANCE**

For assistance or advice regarding making your delegation to Council, contact the Clerk's Division at 905-476-4301, ext. 2219 or [clance@georgina.ca](mailto:clance@georgina.ca).

**Thank You for Participating At Your Georgina Council**