



**DELEGATION REQUEST FORM FOR ELECTRONIC MEETINGS**

Due to the current COVID-19 pandemic and the declaration of emergency by the Province and the Town of Georgina, Council is permitted to hold electronic meetings during this time. Anyone who would like to address Council as a delegation during an electronic meeting, please send this completed form, together with any written submission/background information for consideration by Council, to the Town Clerk’s Office at [clerks@georgina.ca](mailto:clerks@georgina.ca) no later by **10:00 a.m. on the Monday ten (10) days prior to the Wednesday meeting** to pre-register.

**PLEASE PRINT CLEARLY:**

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

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

\_\_\_\_\_

Town/City Postal Code

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

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

Please send me correspondence by email

**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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DELEGATION REQUEST FORM

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

YES  NO  N/A

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

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

4) **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 delegation is heard clearly by the television audience, and by Council Members during the Electronic Meeting(s).

- You must pre-register with the Town's Clerks Office no later by **10:00 a.m. on the Monday, ten (10) days prior to the Wednesday meeting** to pre-register by sending a completed Delegation Request form to [clerks@georgina.ca](mailto:clerks@georgina.ca) or by calling Clerks Division at 905-476-4301, ext. 2219.
- You must provide a copy of your delegation/presentation to the Clerk's Division along with your Delegation Request form 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 [clerks@georgina.ca](mailto:clerks@georgina.ca).
- 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 1 hour before the meeting start time to check-in with appropriate staff and test your audio settings.
- When waiting to be called upon by the Mayor, stay on mute and remain attentive to the proceedings when not assigned the floor by Mayor.
- Delegate shall start by stating their name, address, and mention if they are representing any organization or association
- Delegations are limited to five (5) minutes. A five (5) minute extension to speak may be decided by a majority vote of Council.
- When addressing Council, or answering a question, regardless of where the question came from, the Delegate 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.
- 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.

## DELEGATION REQUEST FORM

- 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.
- 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**