



GEORGINA

**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, Council is permitted to hold electronic meetings, including Statutory Public Planning meetings during this time. For persons who would like to address Council during an electronic meeting, please send this completed form, together with any speaker notes and/or written questions for consideration by Council, to the Town Clerk’s Office at [clerks@georgina.ca](mailto:clerks@georgina.ca) no later by noon on the last business day prior to a scheduled 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 DATE** you wish to attend:

\_\_\_\_\_

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

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

REQUEST TO SPEAK FORM

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?

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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.

\_\_\_\_\_  
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 Road, Keswick, ON L4P 3G1. Telephone 905-476-4301, Ext. 2223; Fax 905-476-1475.



## 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 speaker 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 by noon on the last business day prior to the electronic meeting by sending a completed form to [clerks@georgina.ca](mailto:clerks@georgina.ca) or by calling Clerks Division at 905-476-4301, ext. 2219.
- 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.
- 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 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 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.
- 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.

## REQUEST TO SPEAK FORM

- 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; and
  - Enter into cross debate with other Delegations or Presenters, Town staff, Members of Council or the Chair.
- 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 At Your Georgina Council**