



WOLLASTON TOWNSHIP

P.O. Box 99
Coe Hill, ON K0L 1P0
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Delegation Request Form

Date: _____

Name of Delegate(s): (1) _____

(2) _____

Name of Group represented (if applicable): _____

Date of Meeting: _____

(Delegations are allotted 15 minutes to speak)

Subject Matter: _____

Recommendation to Council/Committee

Please indicate below what action you would like Council to take with respect to your delegation. Use a separate page if more space is required or attach additional documentation.

Have you been in contact with a staff member in regard to this matter? If yes, with whom?

What was the outcome of your discussion? _____

Contact Information

Please note that this information will be used to contact individuals and/or organizations who have requested to appear as a delegation before Township of Wollaston Council. The name of the delegate and/or organization will appear on the meeting agenda, which is also posted on the Township’s website.

Contact Name: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Do you require any accessibility accommodation? If yes, what do you require?

Additional Documentation and Presentation Materials

Will you require A/V equipment? If yes, please describe:

Will you be providing any additional material or documentation? If yes, please describe:

Any material or documentation should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council.

If any additional documentation is brought forward on the date of the meeting, it is to be provided directly to the Clerk, and the Chair will determine if it is to be distributed at the meeting.

Please Direct Any Questions and Return the Completed Delegation Request Form to:

Jennifer Cohen, Clerk, Township of Wollaston
clerk@wollaston.ca
90 Wollaston Lake Road, PO Box 99, Coe Hill, ON K0L 1P0
(p) 613 337 5731 (f) 613 337 5789

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority.

Delegation Request Acknowledgement

I, _____, do hereby
acknowledge that I have read and reviewed Section 4.2 and 5.7 of the Township of
Wollaston's Procedural By-Law 03-18 (as attached), which relates directly to Conduct
and guidelines for Delegations/Presentations.

On behalf of (group name, if applicable): _____

Signature: _____

FOR OFFICE USE ONLY

Date request received: _____ Request Received by (initials): _____

Request relates to:

Staff Members/Departments to be notified: _____

Material Received? _____

CORPORATION OF THE TOWNSHIP OF WOLLASTON
BY-LAW NO. 03-18
PROCEDURAL BY-LAW

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE CONDUCT OF ITS MEMBERS, THE CALLING OF MEETINGS AND GIVING NOTICE TO AND CONSULTING WITH THE PUBLIC.

4.2 Conduct of Council Members and Guest

- (a) No Member or Guest shall:
 - (i) use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;
 - (ii) speak on any subject other than the subject under debate or question;
 - (iii) criticize any decision of Council;
 - (iv) disobey the rules of Council or disobey the decisions of the Reeve or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. If the member/guest persists in disobedience, a member of Council may forthwith put forward the motion (without amendment, adjustment or debate) "that such member/guest be ordered to leave his/her seat for the duration of the meeting", but if the Member/guest apologizes he/she may, by vote of the Council, be permitted to retake his seat;
 - (v) attend a meeting in a condition unfit for conducting the business of Council;
 - (vi) interrupt or make a disturbance when the Head of Council is putting the question to a vote, and/or when a member has the floor, except to raise a point of order;
 - (vii) address Council or speak in debate without permission of the Head of Council, or by motion of Council.
 - (viii) make or cause to be made a disturbance of any nature.
 - (ix) use video recording devices without prior permission by motion of Council.

5.7 Delegations/presentations

- (a) Petitions presented to Council shall be legibly written or printed on the prescribed delegation form and signed by at least one person and filed with the Clerk. Submissions should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council. The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum time of fifteen (15) minutes.
- (b) Delegations wishing to address Council shall complete the prescribed delegation form and file it with the Clerk. Submissions should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council. The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Council Members prior to the meeting.

- (c) Notwithstanding Sub clause 5.6 (b) above, delegations may notify the Clerk in writing at least 24 hours before the start of the Council meeting of a request to appear at the next Council meeting. The correspondence submitted must provide the purpose of the delegation and must be in relation to an item already appearing on the agenda. This correspondence shall be circulated to Council before the meeting. At the meeting, at a time before the adoption of the agenda, the delegation may be permitted by the majority of Council.
- (d) Delegations wishing to address Council shall be limited to three (3) per meeting. Exceptions will be considered at the Clerk's discretion.
- (e) Delegations shall be limited to not more than fifteen (15) minutes, including questions and discussion with Council. Exceptions will be considered by motion of Council.
- (f) Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall, subject to Paragraph 5.6(b), be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.
- (g) The Clerk, in consultation with the Reeve, may refuse a delegation if:
 - (i) once a delegation has been heard by Council the same person and/or group requests a delegation at a subsequent meeting without offering any new evidence or information; or
 - (ii) the subject matter is not within the jurisdiction of the Municipality.
- (h) There shall be no obligation of Council to respond to the requests or information presented by a delegation. Requests that require further research or clarification may be placed on a future agenda for consideration.
 - (i) The Clerk shall record the name of every person who speaks as a member of a delegation to Council, a general statement of intent of the delegation shall be recorded in the Minutes of the regular Council meeting.