

DELEGATIONS TO COUNCIL

If you wish to appear as a delegation before Council, all appointments are reviewed and approved by the Deputy Clerk's Office. In order to be scheduled for a delegation, members of the public are required to complete a "Request for Deputation" form and submit the request to the Deputy Clerk. All requests for delegations must be accompanied by a specific detailed outline of the subject matter to be presented prior to the agenda deadline.

All requests must be received prior to the agenda deadline of 12:00 noon on the Thursday prior to the Council Meeting. All delegations shall be limited in speaking to a maximum of 15 minutes. You may contact the Deputy Clerk's Office at:

Sharon R. Goerke, Deputy Clerk
sgoerke@townshipofsevern.com
1024 Hurlwood Land, P.O. Box 159
Orillia, Ontario – L3V 6J3
(705) 325-2315 – Ext. 232

The following is an excerpt from Council's Procedural By-law with respect to delegations:

12. Delegations

- 12.1 That no member of the public shall be permitted to make a delegation on any subject unless they have made an appointment prior to the agenda deadline or unless they have been directly invited to attend to provide comments. All delegation subjects shall fall within municipal jurisdiction.
- 12.2 That persons invited to make comment or given notice under the *Planning Act* or any other Act, as required, are not required to give written submissions.
- 12.3 That persons desiring to present information on matters or make a request shall give notice to the Township and submit their written presentation prior to the required deadline as outlined in Schedule "A".
- 12.4 That all persons are limited to speaking no more than fifteen (15) minutes. An extension may be permitted by a majority of the members without debate.

- 12.5 That presentations such as consultants reports or deputations which are made at the request of Council are not considered to be the same as delegations and are not subject to the time limit.
- 12.6 That the Presiding Officer shall keep account of the time expended by the delegation and at the completion of the allotted time advise the individual to cease.
- 12.7 That members shall not interrupt a delegation while he/she is addressing Council, except on a point of order.
- 12.8 That members may ask questions of the delegation following the completion of the presentation.
- 12.9 That upon completion of the delegation and after the delegate has left the Council presentation area, members may discuss the matter raised by the delegation and determine an appropriate course of action.
- 12.10 That requests for a deputation who have previously addressed Council on a certain topic shall not be granted unless they are providing new information on the subject matter.
- 12.11 That the Clerk, in consultation with the Presiding Officer, shall screen the deputation requests and the Clerk shall inform the Presiding Officer of requests that are not granted.
- 12.12 That specific types of audio visual equipment may be used to assist in delegations provided that the delegate arranges for the placement of equipment or requests permission to use Township equipment prior to the scheduled meeting.
- 12.13 That all individuals or groups making delegations shall conduct themselves with decorum at all times and slanderous and/or abusive behaviour or statement shall not be permitted. No delegation shall:
 - ✓ Speak disrespectfully of any person
 - ✓ Use improper language or unparliamentary language
 - ✓ Speak on any subject other than the subject for which they have received approval to address
 - ✓ Disobey the rules of procedure or a decision of the Presiding Officer
- 12.14 That members of the public attending a scheduled meeting shall respect the decorum and shall not display signs or placards and refrain from public outbursts or behaviour intended to disrupt the debate.

- 12.15 That if the Presiding Officer is of the opinion that decorum has been breached, he/she will immediately stop the delegation and ascertain by a majority vote of the members if they are in agreement with his/her observation.
- 12.16 That if a delegation is found to be in breach of decorum, they will be provided the opportunity to retract their statement(s) and apologize to the members.
- 12.17 That if a delegation refuses to apologize or retract their statement(s), the meeting shall be recessed and the delegate removed from the Chamber.
- 12.18 That any member of the public who repeatedly interrupts proceedings and/or interjects without being invited shall be requested by the Presiding Officer to cease and desist or the meeting will be recessed and the person(s) removed from the Chambers.
- 12.19 That delegations by any member of the public relating to specific personnel matters shall not be permitted at a public meeting.