



REQUEST FOR DEPUTATION BEFORE SEVERN TOWNSHIP COUNCIL

ALL DELEGATIONS ARE REQUIRED TO PROVIDE A WRITTEN SUBMISSION PRIOR TO THE AGENDA DEADLINE

All written or electronic submissions and background information for consideration by Council must be submitted to the Clerk's Office by 4:30 p.m. on the Wednesday preceding the Council Meeting. Electronic submissions should be submitted in Microsoft PowerPoint / Microsoft Word format or PDF format. There is a maximum of four (4) deputations allowed per meeting in accordance with By-law No. 2009-100, as amended. **(Council Meetings are the first Thursday of each month at 7:00 p.m.)**

Preferred Meeting Date: _____

I am requesting a deputation to speak:

- a) on my own behalf; or
- b) on behalf of a group / organization / association (if (b) please state name of group below)

I will require a PowerPoint presentation Yes No

Name of Speaker – A deputation wishing to appear before Council shall be limited to one (1) speaker with a total speaking time of 15 minutes. Please state name of presenter below.

Subject of Presentation

Please describe below the subject matter of the requested presentation in sufficient detail to provide the Township a means to determine its content and define how the subject matter aligns with Council's mandate. Please note, if you intend to include additional handouts at the meeting for your presentation, fifteen (15) copies will be required.

Reason why this presentation is important to Council and to the municipality:

Date of Request:

Signature of Speaker:

Address:

Telephone: ()

Fax: ()

E-Mail:

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

Personal information on this form is collected under the legal authority of the *Municipal Act*, S.O., 2001, Chapter 25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the *Municipal Freedom & Protection of Privacy Act*. Questions about this collection should be directed to the Clerk's Office.

Clerk's Department Contact:

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

Excerpt from By-law No. 2009-100, as amended – Being a By-law to Govern the Proceedings of Council and Committees or Local Boards of Council

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.