

**Schedule D  
to By-law No. 3527-2016**

**TOWNSHIP OF MONTAGUE - DELEGATION REQUEST FORM**

Any written or electronic submissions and background information for consideration by Council/ Committee must be submitted to the Clerk by 4:30 pm on the Wednesday prior to the subject meeting. Electronic submissions should be submitted in Microsoft PowerPoint /Adobe PDF format.

Preferred Meeting and Date: \_\_\_\_\_

**I am requesting deputation to speak:**

- a)  on my own behalf; or
- b)  on behalf of a group/organization; please state name below. By stating the group/organization name below, you confirm that you are duly authorized to act on behalf of the identified group/ organization and that the group/organization hereby gives its approval for you to act on this matter.

\_\_\_\_\_

**I would like to use:**       projector       laptop

**Name of Speaker:** A deputation wishing to appear before Council/Committee shall be limited to a total speaking time of not more than ten (10) minutes. If you are appearing as a representative of a group, one speaker shall be designated as a spokesperson. If you would like to request more than one speaker, please inform the Clerk.

Name: \_\_\_\_\_ \

Have you been in contact with a member of staff with regard to this matter?  
 Yes    No

Have you presented a deputation previously on this matter?    Yes    No

**Note:** Delegations shall be limited to one appearance on a given subject matter unless presenting new information.

**Subject of Presentation**

Please describe below the subject matter of the requested presentation. Sufficient information should be submitted to allow for a response or decision to be made by Council. Additional pages or materials can be submitted, if required.

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

**Please identify the type of action you are seeking of Council/Committee on this issue.**

- No Action, e.g., an awareness of topic or organization.
- To Request Action. Please describe in detail.

**Date of Request:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Note:** Additional material may be circulated/presented at the time of the deputation. If you intend to include handouts or a presentation, please submit this material with this request by the set deadline of the request.

**Please note that any material submitted will be attached to the public agenda.**

It is the responsibility of the presenter to ensure that they have received consent for any third party information.

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.

Please email your request to [jralph@township.montague.on.ca](mailto:jralph@township.montague.on.ca)

Note that the Clerk can make a determination if the delegation application is appropriate. The Clerk will notify you in writing regarding the status of the request. If denied, the written explanation will be included on the agenda of Committee or Council, and Council can, by two-thirds vote of the Council Members in attendance, introduce a motion to suspend the rules to allow the delegation to be heard.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.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 of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk.

## Excerpt from By-law No. 3527-2016- Related to Delegation Requests

### DELEGATIONS

#### 22.

- a) Persons or groups wishing to address Council shall give written notice to the Clerk using the form attached hereto as "Schedule D – Delegation Request form" no later than 4:30 p.m. on the Wednesday prior to the meeting of Council. The notice will contain the subject matter as well as the name, address and telephone number of the individual designated as spokesperson and sufficient information to allow for a response or decision to be made by Council.
- b) Delegations will be limited to four (4) per meeting and will be added to the agenda on a first come, first served basis.
- c) Delegations failing to meet the above requirements may be heard upon the verbal consent of the majority of Council members.
- d) Delegations shall be limited to speaking not more than ten (10) minutes unless the Head of Council extends the time period. Comments from members of the delegation, other than the spokesperson, shall be prohibited unless the Head of Council authorizes such additional speakers. Upon completion of a presentation by a delegation, any dialogue between Council and the delegate shall be limited to members asking questions for clarification and obtaining additional information only. Members shall not enter into debate with the delegation respecting the presentation.
- e) Delegations shall be limited to one appearance, on a given subject matter, unless presenting additional new information.
- f) When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members in attendance, introduce a motion to suspend the rules to allow the delegation to be heard.