

Council welcomes the opportunity to hear from citizens and community groups. If you wish to address Council, you are welcome to submit a request for review.

### **HOW DO I BECOME DELEGATION?**

Send a letter/fax/email to the Clerk outlining the reason and topic of your request to speak to Council. Include a completed Delegation Request Form (see attached). Your request will be reviewed by the Clerk and by the Head of the Department with which your request applies. You may be contacted to determine if your concern or issue can be resolved at a staff level. If necessary, you will be contacted for any additional follow up information and for scheduling your delegation date and time. Please note that information contained on the form, including any attachments, will become public documents as part of the Council agenda package and meeting recordings.

### **MEETING TIMES/LOCATIONS**

Council meetings are held on the third Thursday of the month at 3:00 pm. Council meetings are formal meetings, covered by the media and open to the public.

No delegations will take place at Special Council Meetings or Emergency Electronic Meetings unless approved by the Mayor and CAO.

Meetings are held in Council Chambers and/or via Zoom and live streamed on the Township's YouTube Channel. If Zoom participation is required as a result of Council Protocols, or at your request, you will be provided with a link to the Zoom meeting, prior to the scheduled meeting.

### **RULES FOR DELEGATION**

You will be given up to ten minutes to address Council. Council may ask questions after the delegation. Groups are asked to have one appointed speaker. Parliamentary procedure will be followed, and coarse language or criticism of individuals will not be tolerated (there is no "parliamentary immunity" against slanderous or libelous statements). Further details are provided on the next page, as per By-law 24-2023 Section 11.2

### **HOW DO I GET INFORMATION TO COUNCIL?**

Information provided to the Clerk will be circulated to members of Council prior to the meeting as part of the agenda package. Information can also be shared during the meeting through zoom screen sharing if required.

### **HOW MANY TIMES CAN I BE A DELEGATION?**

You may appear once before Council on any given issue. If there is significant new information or lapse of time, exceptions may be permitted by submitting a request to the Clerk.

## **HOW WILL MY CONCERN BE ADDRESSED?**

If you are requesting action of Council, the issue will be considered at the time or at a subsequent Council meeting. If required, staff will conduct research and prepare information for review by Council at a subsequent meeting. You will be notified of any decisions regarding your concerns.

Please contact the Clerk for further information – we look forward to hearing from you!

### **Excerpt from By-law 24-2023 (Procedural By-law) which provides more details on the delegation procedure:**

#### **11.2 Delegation**

Persons wishing to address Council shall make application in writing to the Clerk, by completing the Delegation Information Sheet and Delegation Request Form found in Appendix B. Such application shall contain the subject matter to be discussed and the name, address and telephone number of a spokesperson chosen by the delegation to make the delegation.

The request will be reviewed by the Clerk and by the Head of the Department with which the request applies. The person making the request may be contacted to determine if the concern or issue can be resolved at a staff level. If necessary, the person making the request will be contacted for any additional follow up information and for scheduling the delegation date and time.

During the delegation comments from members of the delegation, other than the spokesperson, shall be prohibited unless and until the Presiding Officer has authorized such additional speakers. The delegation shall be permitted a maximum of (10) minutes to make the delegation unless and until the Presiding Officer has extended such time allotment. Any person addressing Council as a presentation shall state their name, and make their presentation. Following the delegation, the Presiding Officer may ask for questions from Council which shall be addressed by the spokesperson to the best of their ability.

Delegations failing to meet the above application requirements may be heard upon the verbal consent of the majority of Council present.

The inclusion of a presentation on the Council Agenda shall be determined on a first come, first serve basis and regard shall be given to the length of the Agenda.

**Please fill out and return to the Clerk at:**  
**Township of Greater Madawaska, 19 Parnell St, Calabogie, ON, K0J 1H0**  
**Fax: 613-752-2617**  
**Email: [clerk@greatermadawaska.com](mailto:clerk@greatermadawaska.com)**

- I have read and understand the contents of the Delegation Information Sheet.
- I have read and understand the "Rules for Delegations" as included on the Delegation Information Sheet.
- I understand that the information contained on this form, including any attachments, will become public documents, as part of the Council agenda package and meeting recordings.

Name of Organization/Person: \_\_\_\_\_

Name of Speaker(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Topic: \_\_\_\_\_

Is there a specific request that Council will be asked to consider? If yes, please provide the request.

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

Do you require any special equipment (ie: PowerPoint Projector/Screen)?  Yes  No

If yes, please specify: \_\_\_\_\_

Have you submitted information to be shared with Council?  Yes  No

If yes, please specify: \_\_\_\_\_

**For office use only:**

Date Delegation Request Form was Submitted: \_\_\_\_\_

Confirmed Meeting Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_