

**THE CORPORATION OF THE TOWNSHIP OF MADOC
SCHEDULE 'A' TO BY-LAW 1683-2023**

REQUEST FOR DELEGATION TO COUNCIL/LOCAL BOARD/COMMITTEE

Any written or electronic submissions and background information for consideration by Council or Committee must be submitted to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting. Electronic submissions should be submitted in Microsoft PowerPoint or Microsoft Word format.

Preferred Meeting and Date: _____

I am requesting a delegation to speak:

- on my own behalf; or
 - 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.
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I would like to use: projector

Name(s) of Speaker(s) A delegation wishing to appear before Council/Advisory Body shall be limited to no more than two (2) speakers with a total speaking time of not more than five (5) minutes.

Name: _____ Name: _____

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

Subject of Deputation

Please describe below, the subject matter of the requested delegation in sufficient detail, to provide the Municipality a means to determine its content and to assess its relative priority to other requests for delegation.

Please identify the type of action you are seeking of Council/Advisory Body on this issue.

- No Action, e.g., an awareness of topic or organization.

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

If yes, who were you in contact with?

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

Date of Request: _____

Name of Requestor: _____

Address: _____

Telephone: _____ **Fax:** _____

Email: _____

Note: Additional material may be circulated/presented at the time of the delegation. Please bring seven (7) hard copies of any additional material that has not previously been provided to the Clerk's Office. If you intend to include handouts or a presentation using electronic devices, any material 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.

Scheduling will be at the discretion of the Clerk and will be confirmed no later than the last business day of the week prior to the meeting.

There are no guarantees that by requesting a certain date(s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Please email your request to: clerk@madoc.ca

The Clerk's Office will confirm receipt of the request, however if you do not receive a return email, please contact the Clerk's Office five (5) days after the request is submitted.

Personal information on this form is collected under the legal authority of the Municipal Act, 2001. 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's Office, The Township of Madoc 15651 Highway 62 Eldorado, Ontario K0K 1Y0

Excerpt from By-law No. 1683-2023

12.0 DELEGATIONS/PRESENTATIONS

- 12.1** The Council or Local Board or Committee will entertain up to three (3) Delegations per meeting.
- 12.2** Persons desiring to present information verbally on matters of fact or make a request of the Council or Local Board or Committee shall give notice, in writing on the prescribed form, to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting, stating the purpose of the Delegation and providing a general outline of the subject matter.
- 12.3** The Clerk shall review all requests for a Delegation and shall determine whether the request will be granted or refused.
- 12.4** Presentations may include Township Partners and Agencies, including third parties who have been engaged to undertake work on behalf of the Township's Partners and Agencies.
- 12.5** Presentations shall be arranged at the request of the Council or Advisory or staff.
- 12.6** Presentations may include the Township receiving and/or presenting an award, certificate, cheque, etcetera.
- 12.7** The Council or Local Board or Committee may, at its sole discretion, entertain Delegations with less notice as circumstances warrant. When determining if a Delegation will be heard with less notice than stipulated in Section 12.2, consideration shall be given to the Township's Accountability and Transparency Policy.
- 12.8** Delegations shall be limited in speaking to not more than five (5) minutes.
- 12.9** A Delegation wishing to appear before the Council or Local Board or Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than five (5) minutes.
- 12.10** Upon consent of the majority of Members present, the five (5) minute time limit for Delegations may be extended.
- 12.11** Persons requesting to appear before the Council or Local Board or Committee shall be advised of the time limitation in advance of their Delegation.
- 12.12** Specific types of audio-visual equipment may be used to assist in Delegations to the Council or Local Board or Committee, provided that such equipment has been requested from the Clerk at the time of the Delegation request. Delegation material should be provided in an electronic format to the Clerk by 9:00 a.m. 2 business days prior to the meeting date.

- 12.13** The Chair may expel or exclude from the meeting, any person who in the opinion of the Chair, has behaved improperly.
- 12.14** Delegations appearing before the Council or Local Board or Committee with respect to the same matter on the same agenda will be requested to limit their Delegation so as not to repeat the same points.
- 12.15** Delegations to the Council or Local Board or Committee will be limited to one appearance before the Council or Local Board or Committee with respect to the same matter.
- 12.15.1** Requests for Delegations from individuals who have previously addressed the Council or Local Board or Committee on the same matter shall not be heard unless there is new information to present.
- 12.15.2** Such proof of new information shall be submitted, in writing on the prescribed form, to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting date.
- 12.15.3** If the Delegation is granted, the Delegation shall focus their presentation on the new information that the Delegation was granted for.
- 12.15.4** If, in the opinion of the Clerk, the submission does not provide any new information, the Clerk shall provide the request to the Chair for determination on whether a subsequent Delegation may be scheduled.
- 12.16** Where a request for a Delegation has been refused, the Council or Local Board or Committee shall be notified by the Clerk.
- 12.17** Delegations to the Council or Local Board or Committee will be encouraged to provide written copies of presentations.
- 12.18** No Delegation shall:
- 12.18.1** Speak disrespectfully of any person;
- 12.18.2** Use Improper Language or unparliamentary language;
- 12.18.3** Speak on any subject other than the subject for which they have received approval to address the Council or Local Board or Committee;
- 12.18.4** Disobey the rules of procedure or a decision of the Chair of the Council or Local Board or Committee.
- 12.19** Upon the completion of comments to the Council or Local Board or Committee by a Delegation, any discourse between the Members of the Council or Local Board or Committee and the Delegation shall be limited to

Members asking questions for clarification and obtaining additional, relevant information only. Members of the Council or Local Board or Committee shall not enter into debate with the Delegation respecting their comments.