



WOLLASTON TOWNSHIP

90 Wollaston Lake Road
COE HILL, ON K0L 1P0
Tel: 613.337.5731
Fax: 613.337.5789
Email: clerk@wollaston.ca

Delegation Request Form

Date: _____

Name of Delegate(s): (1) _____

(2) _____

Name of Group represented (if applicable): _____

Date of Meeting: _____

(Delegations are allotted 15 minutes to speak)

Subject Matter: _____

Recommendation to Council/Committee

Please indicate below what action you would like Council to take with respect to your delegation. Use a separate page if more space is required or attach additional documentation.

Have you been in contact with a staff member in regard to this matter? If yes, with whom?

What was the outcome of your discussion? _____

Contact Information

Please note that this information will be used to contact individuals and/or organizations who have requested to appear as a delegation before Township of Wollaston Council. The name of the delegate and/or organization will appear on the meeting agenda, which is also posted on the Township’s website.

Contact Name: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

Do you require any accessibility accommodation? If yes, what do you require?

Additional Documentation and Presentation Materials

Will you require A/V equipment? If yes, please describe:

Will you be providing any additional material or documentation? If yes, please describe:

Any material or documentation should be received at least five (5) regular working days prior to the meeting; exceptions may be considered at the discretion of the Clerk in consultation with the Head of Council.

If any additional documentation is brought forward on the date of the meeting, it is to be provided directly to the Clerk, and the Chair will determine if it is to be distributed at the meeting.

Please Direct Any Questions and Return the Completed Delegation Request Form to:

Clerk, Township of Wollaston
clerk@wollaston.ca
90 Wollaston Lake Road, PO Box 99, Coe Hill, ON K0L 1P0
(p) 613 337 5731 (f) 613 337 5789

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority.

Delegation Request Acknowledgement

I, _____, do hereby
acknowledge that I have read and reviewed the Township's current Procedural By-law,
which relates directly to Conduct and guidelines for Delegations/Presentations.

On behalf of (group name, if applicable): _____

Signature: _____

FOR OFFICE USE ONLY

Date request received: _____ Request Received by (initials): _____

Request relates to:

Staff Members/Departments to be notified: _____

Material Received? _____

CORPORATION OF THE TOWNSHIP OF WOLLASTON
BY-LAW NO. 16-2020
PROCEDURAL BY-LAW

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE CONDUCT OF ITS MEMBERS, THE CALLING OF MEETINGS AND GIVING NOTICE TO AND CONSULTING WITH THE PUBLIC.

4.3 No person shall be allowed to address Council or speak in debate without permission of the Head of Council or presiding officer.

4.4 No person shall use offensive words or unparliamentary language in or against Council or against any Member, staff or guest.

4.5 No person shall make or cause to be made a disturbance of any nature.

4.6 Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.

5.6 Petitions and Delegations

(a) Petitions presented to Council shall be legibly written or printed and signed by at least one person and filed with the Clerk during or prior to the meeting. The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum time of ten (10) minutes.

(b) Delegations wishing to address Council shall complete a Delegation Request Form and shall provide the same to the Clerk at least five (5) regular working days before the day of the scheduled regular Council meeting. The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Council Members prior to the meeting. Delegates will be restricted to speak to only those items on the Council agenda.

(c) Any delegation that has previously appeared before Council regarding the same matter will not be permitted to address Council within six (6) months of the initial visit, unless in the opinion of the Clerk and Head of Council, there is new information that is pertinent to the matter.

(d) Notwithstanding Subclause 5.6 (b) above and at Council's discretion, any delegations or deputations other than those listed may be heard on any item appearing on the agenda if approved by a majority of Council.

(e) Delegations wishing to address Council shall be limited to four (4) per meeting, maximum time of fifteen (15) minutes per delegation - exceptions given consideration.

- (f) The Clerk shall record the name of every person who speaks as a member of a delegation to Council, a general outline of intent and outcome if any, of the delegation shall be recorded in the Minutes of the regular Council meeting.

- (g) The Clerk and/or her designate has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the request due to content or frequency is considered frivolous and vexatious;