



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. 29-2023
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.

5.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

5.1 Duties of Head of Council

It shall be the duty of the Head of Council or another Presiding Officer to:

- (a) To act as Chief Executive Officer of the Township;
- (b) to open the meeting of Council by taking the Chair and calling the meeting to order, and giving appropriate opening remarks;
- (c) to announce the order of business as it appears on the agenda so that an orderly sequence of business may be maintained;
- (d) to receive and put to vote all motions presented that are duly moved and seconded, or necessarily arise in the course of the proceedings and announce the results;
- (e) to decline to put to vote motions which infringe upon the rules of procedure;
- (f) to inform the Council, when necessary or when called upon to decide a point of order or usage, he/she shall state the rule or practice applicable to the case;
- (g) to ensure and enforce the observance of order and decorum among the Members;
- (h) to ensure and enforce the observance of order and decorum among the assembly;
- (I) to call by name any member(s) persisting in breach of the rules or order of the Council, thereby ordering the member to vacate the Council Chamber;
- (j) to order any individual or group in attendance at the meeting to cease and desist any behavior which disrupts the order or decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behavior persists;
- (k) to receive all communications and delegations and announce them to the Council;
- (l) to authenticate, by his/her signature when necessary all By-laws, resolutions/motions, and minutes of the Council;
- (m) to select the members of Council who are to serve on Committees;

(n) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;

(o) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;

(p) to request a motion of Council to move into Committee of the Whole/Closed Meeting;

(q) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;

(r) adjourn the meeting when the business is concluded.

5.1.2 As Chief Executive Officer of the Township, the Head of Council shall:

(a) Uphold and promote the purposes of the Township;

(b) Promote public involvement in the Township's activities;

(c) Act as the representative of the Township both within and outside the Township and promote the Township locally, nationally, and internationally; and

(d) Participate in and foster activities that enhance the economic, social, and environmental well being of the Township and its residents.

5.2 Conduct During Meetings - Decorum

(a) Where a member of Council has a pecuniary or other interest, direct or indirect, and discloses that interest in accordance with Section 5 of the **Municipal Conflict of Interest Act**, the member will:

(i) read aloud a statement of the interest and its general nature and will provide a written statement of the interest and its general nature to the Clerk;

(ii) will leave the council meeting while the issue is considered; and

(iii) will take no steps to influence the decision in any way, either prior to, during or after the meeting, even if the member did not attend the meeting where the matter was discussed.

If a member is not at a meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next meeting and complete the written statement. Alternatively, if the member knows they will not be at the meeting where they have a conflict of interest in an item council will consider, they can advise the Clerk and complete the declaration prior to the meeting.

Members will, at all times, comply with their statutory obligations pursuant to the **Municipal Conflict of Interest Act**.

(b) No Member shall:

- (i) use offensive words or unparliamentary language in or against the Council or against any Member, staff, or guest;
- (ii) speak on any subject other than the subject under debate or question;
- (iii) criticize any decision of Council except for the purpose of moving that the question be re-considered;
- (iv) disobey the rules of Council or disobey the decisions of the Head of Council or Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and if the Member persists in disobedience, the Presiding Officer may forthwith put the question (without amendment, adjustment, or debate) "that such Member be ordered to leave his/her seat for the duration of the meeting", but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his seat;
- (v) attend a meeting in a condition unfit for conducting the business of Council;
- (vi) interrupt or make a disturbance when the presiding officer is putting the question to a vote, and/or a member who has the floor except to raise a point of order;
- (vii) leave a meeting without first obtaining permission from the Head of Council or presiding officer.

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

5.4 No person shall use offensive words, detrimental comments, unparliamentary language, speak ill of, or malign, the integrity of staff, the public, Mayor, Chair, Members of Council or Committee.

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

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

5.7 Members of the public shall remain seated, except for the person who has been given permission to speak, through the Chair.

- 5.8** Members of the public shall refrain from making noise or engage in a conversation between one another.
- 5.9** Members of the public shall listen to the person who is speaking and shall not interrupt said person.
- 5.10** Members of the public shall not be allowed to take photographs during in the public meetings.
- 5.11** Members of the public shall not bring any signs or placards into the meeting room.
- 5.12** Any member of the public found to be disrespecting Article 4 during a meeting, shall be removed from the ongoing meeting.

6.6 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 6.6 (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 two (2) per meeting, maximum time of twenty (20) 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 his/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; the matter is such that it requires consultation with staff and a report to accommodate the request.