

## Township Of Stone Mills

4504 County Road 4, Centreville, Ontario K0K 1N0

Tel. 613 378 2475 - Fax. 613 378 0033

### Council Delegation Request Form

Person(s) to Appear:			
Preferred Date:		Alternate Date	
Name Title/Organization			
Business Telephone		Residential Telephone	
General Outline Of Subject Matter			
Letter submitted with request	Yes	No	Date Submitted
Laptop Computer Required	Yes	No	Signature
Projector Required	Yes	No	

Regular Meetings of Council are held on the 1st and the 3rd Monday of each month commencing at 6:30 p.m.

Anyone wishing to conduct a presentation must provide an electronic version of their presentation, in Microsoft PowerPoint, 48 hours in advance of the meeting to the attention of the CAO/Clerk.

Failure to submit the presentation will result in the PowerPoint presentation not being allowed.

A written/signed letter outlining the subject matter of the delegation must be provided to the Clerk's Department by 12:00 p.m. Wednesday prior to the meeting.

Additional material may be circulated or presented at the time of the delegation.

Scheduling will be at the discretion of Clerk, and will be confirmed.

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.

Submission of this form does not guarantee the approval of your request for a delegation.

All information submitted will be considered to be public information and subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Extracted From Procedural By-law No. 2014-729

1. A person who would like to appear as a delegation or presentation at a regular meeting of Council, shall submit to the Clerk information relevant to the matter to be discussed by 12:00 noon on the Wednesday prior to the regular Council meeting.
2. A person who would like to appear as a delegation or presentation at a special meeting of Council shall submit to the Clerk information relevant to the matter to be discussed one week prior to the scheduled special meeting date.
3. Information relevant to the matter to be discussed shall include:
  - a. date of submission
  - b. name of presenter(s)
  - c. the name of any organization or association represented
  - d. civic address and/or location of the lands owned by the presenter in the township when applicable
  - e. contact information including telephone and/or email when applicable
  - f. nature of business (additional information to be submitted as required)
  - g. when the nature of business is relevant to a parcel of land not owned by the presenter, information relating to that parcel of land shall be submitted that includes the name of the owner, civic address and/or location of the lands in the township.
4. Upon receipt of the request, the Clerk shall decide whether a staff report is required, and when a staff report is required, the Clerk shall provide copy of the information to the appropriate staff member and the CAO.
5. Upon receipt of a request the Clerk shall as soon as practical, provide or confirm a date for the information to be presented to Council.
6. The subject matter of the delegation or the presentation must be a matter within municipal jurisdiction.
7. A delegation shall have fifteen (15) minutes to address Council. Members or officers may ask questions, or seek additional information from the presenter beyond the fifteen (15) minute time limit.
8. A presentation requested by Council shall not be bound by a prescribed time limit providing the issue has a broad impact on the municipality.
9. Council need not make a decision in response to a delegation or presentation during or directly following the delegation or presentation. Members of Council may seek clarification from the presenter(s), but shall not enter into a debate or discussion on the subject matter.
10. The Clerk has the discretionary authority to determine whether sufficient detail has been provided and to request additional information from the presenter or an employee of the township.
11. The Clerk, in consultation with the CAO, has the authority to determine the meeting at which a delegation or presentation will be scheduled, while having regard to time sensitive issues and shall advise the delegation or presenter accordingly.
12. The Clerk may deny a request for a delegation/presentation when the proposed subject matter includes content which falls within section 239 of the Municipal Act, is subject to the Municipal Freedom Of Information and Protection of Privacy Act; or is not within municipal jurisdiction.