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Request to Address Council

If you would like to appear as a delegation before the Town of Deseronto Council, you must complete this form and submit it to the Municipal Office. Please note that the deadline for delegation requests is no later than 10:00am on the Thursday preceding the meeting.

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

Name of Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Reason for delegation request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of speaking notes or presentation.

Please submit the completed application to:

Municipal Office

By email: [cmartin@deseronto.ca](mailto:cmartin@deseronto.ca)

By Fax: 613-396-3141

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To be completed by Municipal staff:

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

[www.deseronto.ca](http://www.deseronto.ca)



1. A person who would like to appear as a Delegation or make a Presentation at a Meeting of Council, shall submit to the CAO/Clerk-Treasurer by 10:00 am on Thursday prior to a Council Meeting information on the matter to be discussed in accordance with the following:
  - Date of submission
  - Name of presenter(s)
  - The name of any organization or association represented
  - Civic address and/or location of the lands owned by the presenter in the Town when applicable
  - Contact information including telephone and/or email when applicable
  - Nature of business (additional information to be submitted as required)
2. Upon receipt of the request, the CAO/Clerk-Treasurer shall decide whether a Staff Report is required, and when a Staff report is required, the CAO/Clerk-Treasurer shall provide copy of the information to the appropriate Staff member.
3. Upon receipt of a request the CAO/Clerk-Treasurer shall as soon as practical, provide or confirm a date for the information to be presented to Council.
4. The subject matter of the Delegation or the Presentation must be a matter within municipal jurisdiction.
5. A Delegation shall have ten (10) minutes to address Council. Members or Officers may ask questions, or seek additional information from the presenter beyond the ten (10) minute time limit.
6. A Presentation requested by Council shall not be bound by a prescribed time limit providing the issue has a broad impact on the Municipality.
7. Council need not make a decision in response to a Delegation/Presentation during or directly following the Delegation/Presentation. Members of Council or a Committee may seek clarification from the presenter(s), but need not enter into a debate or discussion on the subject matter.
8. The CAO/Clerk-Treasurer shall have the discretionary authority to determine whether sufficient detail has been provided and to request additional information as required from the presenter or an employee of the Corporation.
9. The CAO/Clerk-Treasurer shall have the authority to determine the Meeting at which a Delegation/Presentation will be scheduled, while having regard to time sensitive issues and shall advise the Delegation or Presenter accordingly.
10. The CAO/Clerk-Treasurer reserves the right to 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.