



## Delegation, Petition or Presentation Request Form

Delegations, Petitions and Presentation are opportunities for the public, groups or partners to appear before Council to make their views known in a constructive manner or to present to Council information that may be important to the decision-making process of Council. Council values and welcomes input, comments, and constructive suggestions.

Individuals or Bodies wishing to present a petition or make a delegation or presentation to Council will present the Clerk with a complete Delegation Request Form. Petitions, Delegations or Presentations shall be limited to 15 minutes unless authorized to be extended by Council. Administration may use their discretion in allowing extra time.

When appearing before Council, individuals shall not:

- a) Speak disrespectfully of any person;
- b) Use offensive language;
- c) Speak on any subject other than the subject that they have received approval to address Council;
- d) Disobey a decision of the Presiding Officer or Council;
- e) Enter into a cross debate with other Delegations, staff, Council Members, or the Presiding Officer.

(The Chair reserves the right to immediately end the delegation if the remarks or behaviours are considered severe and may request the removal of individuals if necessary).

Council meetings are typically held the first and third Monday of each month at 6:00pm unless otherwise posted. The Requests to appear before Council must be made through this form and received by the Clerk **NO LATER** than noon, seven days prior to the scheduled Council meeting. This form, along with a copy of any presentation materials, must be complete and legible in order to be accepted. Information provided that contain obscene or improper matters, language, or does not meet the requirements of the delegation protocol may not be considered as items to be added to the agenda package. The Clerk will evaluate this request with the Mayor and CAO if needed, and assign and provide you with the date of the meeting selected.

Completed Forms shall be submitted to the Town Clerk in the following manner:

Fax: (705) 338-2584

Email: [vdion@townsrf.ca](mailto:vdion@townsrf.ca)

Drop off: 142 First Avenue, Smooth Rock Falls, ON

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.

Mail: Office of the Clerk  
Town of Smooth Rock Falls  
P.O. Box 249,  
Smooth Rock Falls ON, P0L2B0



## Delegation, Petition or Presentation Request Form

Meeting date requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_  
(meetings are typically held every first and third Monday of the month)

Subject: \_\_\_\_\_

### Delegate Information

Group or Organisation represented (if any): \_\_\_\_\_

Name of delegates: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Contact #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Have you contacted Town Staff regarding the matter of interest  Yes  No

If yes, who did you talk with? \_\_\_\_\_

(it may be determined that your request may be dealt with, or, require a preliminary meeting with Town administration prior to presenting to Council. Administration will be in contact with you if this is the case)

Please state the purpose of the delegation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Desired Action of Council: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of person completing this form      Signature      Date