



Request to Appear Before Council

Administration Services

Please fill out and return no later than 4:00 p.m., Tuesday preceding the Regular Council Meeting you wish to appear. Completed forms, including presentation materials are to be submitted to the Clerk's department and can be dropped off or emailed to cao@chapleau.ca

Name or Organization or Firm:	
Name and Title of Presenter(s):	
Address:	
Telephone:	Email:

Date of Meeting Requested: _____

How will you attend Council? In-person Electronically

*The delegate shall notify the Clerk at least five (3) business days in advance.

Subject matter to be discussed:	
If not for information, identify the desired action requested:	

Have you previously spoken on this issue? Yes No

If a group or individual has previously appeared as a delegate, a further delegation from the same group or individual on the same topic will not be permitted, unless there is significant new information to be brought forward.

Do you have presentation material or speaking notes? Yes No Delegations are required to provide the Clerk's department presentation materials for publication in Council's agenda package. Materials must be provided no later than 4 p.m. Tuesday prior to the Meeting.

I have read and understand the Delegation Protocol attached to this form and understand that the information contained on this form, including any attachments submitted, will become public documents and listed on the Town's meeting agenda and posted to the Town's website.

Signature

Date



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Delegation Protocols

The Clerk shall list in the agenda only those communications and petitions received prior to 4:00 pm on Tuesday preceding the regular Council meeting.

The purpose of the delegation process is to allow residents to make their views known to Council, based on the requirements of the Corporation of the Township of Chapleau Procedural By-law. The views of interested citizens are valued and input is welcome, along with comments and constructive suggestions. Council must consider a large number of issues and concerns at any given time, thus the following protocol is observed:

1. The delegate shall arrive to the meeting by 6:30 pm.
2. A presentation by a delegate, who is a member of the public, shall be a maximum of ten (10) minutes (whether the Delegation consists of an individual or a group).
3. Where the delegate is a group of persons, a primary speaker is to be assigned to address Council.
4. Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Subsequent delegations on the same topic, without significant new information, will not be permitted.
5. A delegate shall not speak disrespectfully, use offensive language and/or disobey the rules of procedure as identified in Section 8-35 of the Procedural By-Law. In case any delegate shall disobey, he/she may be ordered by the Mayor or presiding officer, to leave his/her seat for that meeting.
6. Upon completion of remarks, the speaker(s) will remain in position to allow for any questions from Members. Members may ask questions for clarification purposes. After completion of any questions, the speaker will be asked to be seated.