

**Delegation Form  
Request to make a Delegation**

To speak at a meeting of Council or Committee, you must complete this form and submit it to the Township Clerk to ensure that your name and address are accurately noted no later than 5 working days prior to the regular meeting. Council agendas are finalized the Friday prior to the Council meeting. If a request form is received after 12:00 noon on Wednesday or if the agenda is deemed full, the request form shall be considered at the next appropriate meeting.

I wish to address Council/Committee regarding the following:

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I request future notification of meeting.

Related or background information is attached for circulation to Council

Name: \_\_\_\_\_

Firm/Organization (if any): \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

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

Phone: Residential \_\_\_\_\_

Business: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**How to make a Delegation:**

1. Please submit this completed form to the Clerk
2. Please state your name and address prior to speaking, and
3. A copy of materials used in your presentation must be provided to the Clerk for the official record of the Township and will be provided to Council for their review prior to the meeting.

**Decorum dictates respect for all opinions. Individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour.**

**Important information about Public Meetings held under the Planning Act**

Public Meetings give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

- Severances and Zoning By-Law Amendments
- Official Plan Amendments
- Plans of Subdivision or Condominium

Such public meetings are generally brief and scheduled during council meetings with notice given to immediate area residents and published in local newspapers. Under the Planning Act, if you do not express your views at a public meeting or in writing to the clerk's department before or during the public meeting, the Ontario Municipal Board (OMB) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a hearing.

**How can I speak at a Council or Committee meeting?**

If you wish to make a presentation to council or committee at a regularly scheduled meeting, please complete the Delegation Form on the back of this flyer and return it to the township clerk.

**Please note: We encourage delegates to make their presentation at the committee level, where possible.** Council routinely refers matters to an appropriate standing committee for detailed review and recommendation back to council and contact first with a committee would expedite any process requiring a decision to be made by council.

**How long may I speak?**

The township's procedural by-law allots delegations up to twenty minutes to address members.

**What is the procedure?**

All comments are directed to and through the meeting chair. Members of council or committee may, through the chair, direct a response or question where appropriate. No more than one person shall speak at one time and at all times, proper language, speech and decorum shall be maintained. The chair may direct that any person in violation of proper decorum be expelled from the meeting location.

**What happens after I speak?**

After you have spoken and answered any questions, it is now time for members of council to debate the issue and make their decision or defer a decision pending additional information.

**When does Council meet?**

Council meetings are generally held on **two Wednesdays** of each month. The meetings start at 7:00 p.m. and are usually held in the council chamber at The Township of The North Shore municipal office in Algoma Mills. Delegations are scheduled at the beginning of the meeting.

**Where can I get a copy of the meeting agenda?**

Council agenda packages are available from the clerk's office after noon on the day of the regular meeting. Agenda cover pages are posted at least 48 hours prior to the meeting, on the township bulletin boards in each village and on the township's website and are available at the meeting

For further information about Council or Committee Meetings,  
or for meeting dates and times,  
please contact: Clerk's Department at 705-849-2213  
visit the Township's website at [www.townshipofthenorthshore.ca](http://www.townshipofthenorthshore.ca)

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE  
SCHEDULE B TO BY-LAW 09-22

DELEGATIONS by the Public

**Forum for Delegations by the Public**

All delegations shall take place at a regular council meeting, special council planning session or a section committee meeting. The township clerk, in consultation with the Mayor/Chair and/or Clerk, shall have the authority to determine the meeting at which a delegation will be scheduled, having regard to time sensitive issues.

**Subject Matter**

The subject matter of delegations must be a matter within municipal jurisdiction. The township clerk, in consultation with the Mayor/Chair and/or Clerk, shall have the discretionary authority to determine whether the subject matter is appropriate and to approve/deny a request based on the same. Where a delegation does not correspond to the description on the delegation request the mayor/chair may terminate the delegation immediately.

Council, through the township clerk, reserves the right to deny a delegation request where the nature of the delegation includes matters within Section 239 of the Municipal Act or matters covered by the *Municipal Freedom of Information and Protection of Privacy Act*.

**Request to Appear as a Delegation**

A delegation may be heard by Council at a meeting provided that the following requirements are complied with. A delegation shall submit to the Clerk a written request to be placed on the agenda, together with a written submission, to be included in the agenda, detailing the matters that the delegation wishes to present to Council. Requests must be submitted to the Clerk no later than 5 working days prior to the regular meeting and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee of Council or staff Member.

Persons who do not provide a detailed specific outline of the subject matter will not be listed on the agenda. The township clerk shall have the discretionary authority to determine whether sufficient detail has been provided and to approve/deny a request based on the same.

**Time Limits**

Delegations shall be limited in speaking to not more than ~~ten~~ <sup>twenty</sup> minutes. Council or a Committee may ask questions, or seek additional information from the speaker beyond the ten ~~ten~~ <sup>twenty</sup> time limit with council's consent.

**Process during Meeting**

Council or a committee may respond to a delegation during the meeting at which it occurs. Members of council or a committee may seek clarification from the speaker and may enter into a debate or discussion on the subject matter of the delegation, or may chose to defer.

**THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE  
SCHEDULE C TO BY-LAW 09-22**

**Presentations**

**Presentations**

All presentations (i.e. Consultants, Engineers, Solicitors) will be encouraged to make their submission at a meeting determined by the Clerk.

Presentations of awards or mentions of merit to Council, Staff or members of the public shall be scheduled at the discretion of the Township Clerk in consultation with the Mayor.

**Forum for Presentations**

The Township Clerk, in consultation with the Mayor/Chair and/or Clerk, shall have the authority to determine the meeting at which presentations will be made.

**Request to Provide a Presentation**

Persons desiring to make a presentation on any matters are required to give written notice to the Clerk's Office by 12:00 noon on Wednesday prior to a Council or Committee meeting. Such notice shall include a copy of the presentation. Individuals that do not provide a copy of the presentation may not be listed on the agenda. The Township Clerk, in consultation with the Mayor/Chair and/or Clerk, shall have the discretionary authority to determine whether sufficient detail has been provided and to approve/deny a request based on the same.

**Time Limits**

Presentations may be subject to a time limit as determined by the Township Clerk in consultation with the Mayor/Chair and/or Clerk.