



TOWNSHIP OF ADMASTON/BROMLEY

Guidelines for Making a Delegation to Council

Delegations to Council are generally received at the Council meetings held on the first (1st) and third (3rd) Thursday of each month. Confirmation of the meeting date will be provided by the Clerk-Treasurer.

The Procedural By-Law for the Township of Admaston/Bromley outlines procedures for all Delegations to Council.

Helpful Hints for your Delegation

- Have you consulted with a member of staff yet about the nature of your Delegation? Not all matters require a presentation to Council. If you are not sure, speak with the Clerk-Treasurer;
- Maximum time permitted is fifteen (15) minutes except when a delegation consisting of more than (5) persons which shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes;
- You may speak only to the matter in which permission has been granted to address Council;
- Introduce yourself and explain the purpose of your Delegation;
- If you represent a group, explain a little bit about the group and their mandate;
- Be sure to present your information through the Mayor or in the Mayor's absence the Chair of the Council meeting;
- If you have written material or handouts for the Members of Council to have for the meeting, it should be provided to the Clerk-Treasurer before 12 Noon on the Monday prior to the meeting for the agenda package;
- Be prepared for questions at the end of your Delegation as Members of Council may seek additional information or clarification on what you have presented;
- Be respectful of everyone in attendance including Council, the public and staff. Use of offensive words, disobeying the rules of procedure or the decision of Council or incivility of any kind will not be tolerated.

Please complete the attached application form and return to the Clerk-Treasurer in order that we may schedule your appearance before Council.

(NOTE: In accordance with the Procedural By-Law, the Clerk-Treasurer has the discretion to defer or deny an appearance before Council where: the request is not submitted within the stated time limits; the subject matter is deemed to be beyond the jurisdiction of Council; the issue is specific to a matter properly held in a closed session)

Disclaimer: *The submission of this form does not guarantee the approval of your request. All information submitted will be considered public information and therefore subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act. Personal information on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and becomes part of the public record. Question with respect to the collection and use of this information should be directed to the Clerk-Treasurer's Office, Township of Admaston/Bromley, 477 Stone Road, Renfrew, ON K7V 3Z5, 613-432-2885 or info@admastonbromley.com*



TOWNSHIP OF ADMASTON/BROMLEY

Request for Delegation

Name of Person(s) to Make Delegation/Presentation:

Organization (if applicable):

Contact Information: Tel # _____ Cell # _____

Email

Meeting Date Requested: _____ Alternate Date: _____

Subject Matter:

Brief Description of Purpose of Delegation:

Please check the appropriate box:

I have never spoken on this issue before.

I have spoken on this issue before and have specific new information to submit.

Have you been in contact with a member of staff in regard to this matter? Yes No

If Yes, please provide Name and Department:

I will have a presentation

For Handout at Meeting * Yes No

PowerPoint ** Yes No

* Handouts must be provided to the Clerk-Treasurer's Office no later than 12:00 Noon on the Monday prior to the meeting.

** PowerPoint is to be e-mailed/delivered to the Clerk-Treasurer's Office no later than 12:00 Noon on the Monday prior to the meeting.