



HOW DO I BECOME A DELEGATION?

Send a letter/fax/email to the Clerk by noon on the Wednesday prior to the meeting (or fill in a delegation request form (attached)). Include your name, phone number and brief details on what you would like to speak to Council about (information contained on the form, including any attachments, will become public documents and listed on Town Meeting Agendas and posted to the Town's website).

Please note, your request and any additional information you would like Council to have may be attached to the agenda and circulated publicly, unless otherwise requested.

MEETING TIMES/LOCATIONS

- Committee of the Whole (COW) meetings are held on the 2nd and 4th Mondays of each month at 5:00 pm. These are working sessions, covered by the newspapers and open to the public.
- Council meetings are held on the 1st and 3rd Mondays of each month, at 5:00 pm. Council meetings are formal meetings, covered by COGECO, the newspapers and open to the public.
- All meetings are held in the Council Chambers, located upstairs in the Town Hall (south front entrance).

You may want to contact the Clerk to see which meeting may be most appropriate for you.

RULES FOR DELEGATIONS (Further details are provided on the next page.)

You will be provided up to ten minutes to address Council, Council may ask questions after the presentation. Groups are asked to have one appointed speaker. Parliamentary procedure will be followed and coarse language or criticism of individuals will not be tolerated (there is no "parliamentary immunity" against slanderous or libelous statements). If your concerns relate to an individual, please contact the Clerk to discuss your options.

HOW DO I GET INFORMATION TO COUNCIL?

Information provided to the Clerk will be circulated to the members of Council prior to the meeting and included as part of the agenda package. If you will be bringing information to the meeting, 11 copies should be made if you want each Councillor and staff to have a copy of the information (additionally copies should be made for the press/public). If it is a larger document, you can leave it with the Mayor or Clerk and it will be circulated to others.

HOW MANY TIMES CAN I BE A DELEGATION?

You may appear once before Committee (COW) and once before Council on any given issue. If there is significant new information or lapse of time, exceptions may be permitted.

HOW WILL MY CONCERN BE ADDRESSED?

If you are requesting action of Council, the issue will be considered at that or the following Committee of the Whole meeting.

Please contact the Clerk for further information – we look forward to hearing from you!!

Excerpt from By-law 7717-02 (Procedural By-law) which provides more details on the delegation procedure:

- 20(a) Persons wishing to address Council shall make application in writing to the Clerk prior to 4:00 pm. on the Wednesday preceding the regular Council meeting. Such application shall contain the subject matter to be discussed and the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation. Comments from members of the delegation, other than the spokesperson, shall be prohibited unless and until the Presiding Officer has authorized such additional speakers. The delegation shall be permitted a maximum of (10) minutes to make the presentation unless and until the Presiding Officer has extended such time allotment. Any person addressing Council as a delegation shall rise, state his/her name and make his/her presentation from the podium provided. Following the presentation, the Presiding Officer may ask for questions from Council which shall be addressed by the spokesperson to the best of his/her ability.
- 20(b) Delegations failing to meet the above application requirements may be heard upon the verbal consent of the majority of Council present.
- 20(c) The inclusion of a delegation on the Council Agenda shall be determined on a first come, first serve basis and regard shall be given to the length of the Agenda.

Councillor's Contact Information

(Should you wish to get in touch with individual Councillors directly)

Mayor

Shawn Pankow Tel. 613-283-4124 (Town Hall) spankow@smithsfalls.ca

Councillors

Wendy Alford walford@smithsfalls.ca

Lorraine Allen lallen@smithsfalls.ca

Jay Brennan jbrennan@smithsfalls.ca

Niki Dwyer ndwyer@smithsfalls.ca

Chris McGuire cmcquire@smithsfalls.ca

Peter McKenna pmckenna@smithsfalls.ca



SMITHS FALLS
RISE AT THE FALLS
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DELEGATION REQUEST FORM

Please fill out and return to the Clerk prior to 4 p.m. on the Wednesday preceding the meeting you wish to speak at.

I have read and understand the deputation protocol and understand that the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas and posted to the Town's website.

Date of meeting you wish to speak at: _____

Committee of the Whole Council

Name of Organization/Person: _____

Name of Speaker(s): _____

Phone #: _____ Fax #: _____

Address: _____

E-mail Address: _____

Topic: _____

Is there a specific request that Council will be asked to consider? If yes, please provide the request.

Do you require any special equipment (ie: PowerPoint Projector/Overhead Projector Screen)?
Yes or No

If yes, please indicate what is required _____

NOTE: We will try our best to supply you with whatever equipment is necessary but we cannot guarantee what will be available. You will be advised before your presentation what is available.

**** Please read the Delegation Information Sheet. If there is further information to be presented to Council, please attach it to this sheet. Please note that this form and any information provided may be attached to the agenda and circulated publicly (unless otherwise requested).

For office use only: Date Delegation was Submitted: _____

Accepted by: _____ COMMENTS: