

REQUEST TO APPEAR BEFORE COUNCIL FOR THE TOWN OF PELHAM

NAME:

ADDRESS:

POSTAL CODE:

TELEPHONE #:

E-MAIL ADDRESS:

The Council Chambers is equipped with a laptop and projector. Please check your audio/visual needs:

Laptop Speakers Internet Connection

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:

Regular Council: 1st and 3rd Monday of the month; 6:30 p.m. (except summer schedule)

DATE:

Please identify the desired action of Council that you are seeking on this issue:

I have never spoken on this issue before. Key points of my deputation are as follows:

(please attach full presentation)

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:

(please attach full presentation)

In accordance with the Procedure By-law, Requests to Appear before Council for items not listed on the agenda must be received by the Clerk at least 14 days prior to the scheduled meeting. Requests to Appear for matters to be listed on the Council agenda are to be submitted to the Clerk before 12:00 noon on the Wednesday immediately preceding the scheduled Council meeting. **All requests must include a copy of the presentation materials as detailed in the deputation protocol. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.**

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

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to NJBozzato@pelham.ca in accordance with the deadlines outlined above.


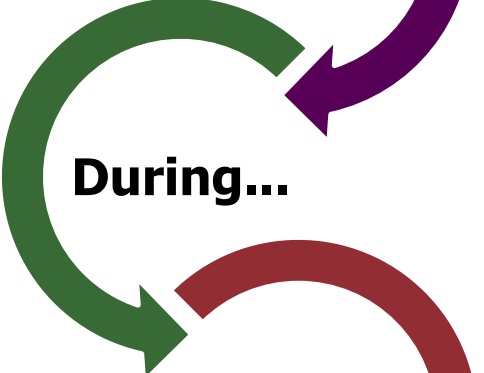
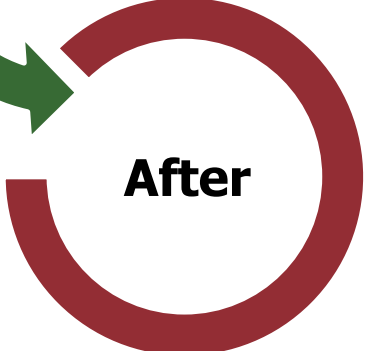

Signature _____

Date _____

DEPUTATION PROTOCOLS

The Town of Pelham is an Open, Welcoming and Inviting Community, committed to supporting the strategic theme of ensuring that we are an Engaged and Integrated Community. To assist in achieving this goal, a Deputation Protocol has been developed to allow residents to make their views known to Council, based on the requirements of the Town of Pelham Procedural By-law. The views of interested citizens are valued and input is welcome, along with comments and constructive suggestions. Generally, Council meetings are held on the first and third Mondays of each month beginning at 6:30 p.m., except during the summer and as otherwise approved by Council.

Council must consider a large number of issues and concerns at any given time, thus the following protocol is observed:

 <p>Before...</p>	<ul style="list-style-type: none"> ✓ Please provide the Clerk with a full copy of your presentation (power point or written) to be included on the agenda for the meeting. Failure to provide this will result in deferral of your request. ✓ Please arrive at Council Chambers by 6:15 p.m.
 <p>During...</p>	<ul style="list-style-type: none"> ✓ When called upon, please proceed immediately to the podium. ✓ Please keep your presentation brief and to the point. The maximum allowable time is 10 minutes. ✓ Please, only discuss the matters indicated on your request, and present in a respectful, temperate manner. ✓ If appearing as a group, please designate a spokesperson.
 <p>After</p>	<ul style="list-style-type: none"> ✓ Upon completion of your presentation, please remain in position to allow for questions from Council members. Debate on the issue is generally not permitted at this time.
 <p>In Addition</p>	<ul style="list-style-type: none"> ✓ Deputation will not be permitted on items that are the subject of an upcoming Public Meeting under the Planning Act, unless exceptional circumstances apply. Persons should present such concerns and opinions at the scheduled public meeting.

* This form may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under the legal authority of the Municipal Act, 201, S.O. 2001 c.25, as amended and may be publicly released. Questions should be directed to the Clerk, 905.892.2607, ext. 315.