



CITY OF TIMMINS

Delegation before City Council Request Form



Applicant: _____
Preferred Date: _____
Alternate Date: _____
E-mail address: _____
Telephone number: _____

General Outline of Subject Matter: *(10 minutes allotted for presentation)*

Presenter (if different from those appearing): _____

A PowerPoint presentation will be provided to the Clerks Department yes no

Presentation must be provided to the Clerks Department by 12:00 pm on Monday the week prior to the Regular or Special Scheduled council meeting (8 days) to clerks@timmins.ca.

Date Submitted: _____

Signature _____

This form may be submitted to the Clerk's Department by:

E-mail: clerks@timmins.ca

In-person or by mail at: Service Timmins, City Hall,
220 Algonquin Blvd. East, Timmins, ON P4N 1B3

Personal information collected through this form is pursuant the authority of the Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990, Chapter M.56, as amended, and will be used to create the Council Agenda and will become a public document. Questions about this collection should be directed to the City Clerk, 750-264-1331.

See following page for important information regarding delegation to Council

Delegation before City Council

Important information

Submission of request

Any member of the public wishing to speak at Council must complete the Request Form for presentation before Council and submit it to the City Clerk having an outline of the requested delegation.

The deadline to submit a request to speak at Council is 4:00 pm on the Friday (11 days) prior to the Regular or Special Council Meeting.

There are no guarantees that by requesting a specific date(s) your presentation will be accepted, as prior commitments may make it necessary to schedule an alternate date. The City by-law also indicates that there is a maximum of three speakers per Council meeting.

Delegation

The Clerks Department is unable to provide an exact time that you will present to Council; therefore, the presenter is required to be present at the start of the meeting and wait until they are called to the floor. A maximum of two presenters are allowed to present to Council.

Council meetings start at 6:00 pm in Council Chamber located on the second floor of City Hall, 220 Algonquin Blvd East, Timmins, Ontario, unless otherwise notified.

A delegation shall have up to ten minutes to make its presentation, although such time limit may be extended by decision of the Chair, by such amount of time as the Chair deems advisable, subject to a member appealing the decision of the chair. When addressing Council, the presenter will address the Mayor as "Your Worship" (Ex: "Good evening Your Worship and members of Council"). Questions for clarification may be put to the delegation upon completion of their presentation.

All Council meetings are streamed and posed online as well as televised.

Process at meeting

Once your item is called, the Mayor will welcome you. You will take a seat at the delegation computer desk, at the Council horseshoe. The presenter(s) is to identify themselves and if present on behalf of a group, organization or board/committee, they are to identify. If a presentation was provided, it can be found on the desktop.

Once your delegation is complete, thank Council for their time and indicate that you are willing to answer any questions that they may have.

Council Action

Once the delegation is complete and if a request was put forward to Council. Council will discuss and either request more information, provide direction or make a decision. A decision might not be passed at that Council meeting, but added to the next regular meeting. If a decision is made, the Clerks Department will forward a copy of the certified true copy of the resolution.

DISCLAIMER: Please note that the submission of this form does not guarantee the approval of your request for a presentation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy act, R.S.O 1990, c. M. 56, as amended and any successor legislation thereto.