



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

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Instructions for Persons Requesting a Delegation to Village of Sundridge Council

Appearing as a Delegation

1. A number of concerns may not require an appearance before Village Council. Please contact the Clerks Department prior filling in the application form and we will try to resolve the concern or direct you to the next steps to take.
2. A request for a delegation to **Council** must be made in writing to the Village Clerk describing the nature and purpose of the delegation. Submissions must be received by the Wednesday before the meeting. In order to ensure a mutually convenient date, please provide your request to the Clerk's Office as soon as possible.
3. Once all information is received and confirmed, we will contact you regarding further delegation and meeting details.
4. **Delegations shall limit their presentation to not more than fifteen (15) minutes** in accordance with Section 8 of the Village's Procedural By-Law 2020-037. Only one spokesperson may speak on behalf of a delegation to Council.
5. Additional material should be made available to the Village Clerk's Department in advance of the meeting so that Council and staff are aware of your concerns. Your submission should be delivered / faxed or e-mailed by the Wednesday prior to the meeting. Electronic files such as Power Point presentations should be emailed to us by the Friday prior to the meeting.
6. Delegations will be allowed from the gallery without prior registration to hear during a public hearing portion of a meeting under the Provisions of the Planning Act or other legislative or regulation requiring a public hearing (i.e. Hearings on Zoning By-laws Amendments; Official Plan Amendments). A copy of the comments shall be in writing and given to the Clerk or Recording Secretary at the Meeting.
7. Following your delegation, members of Council will have the opportunity to ask you any further questions, but they shall not enter into a debate.

CHECK: I would like to use the Office's Laptop for a presentation: Yes No

** Anyone wishing to conduct a presentation must provide an electronic version, in Microsoft PowerPoint, the Friday prior to the meeting to Clerk Services (naustin@sundridge.ca). PowerPoints will NOT be permitted if received late.

Date Submitted

Signature of Person Requesting Appearance

Reminder:

A written/signed letter outlining the subject matter of the delegation must be provided to the Clerk's Department with this form by 4:00 p.m. the Wednesday prior to the meeting. Additional material must be submitted to the Clerk's office for circulation. Scheduling will be at the discretion of the Clerk, and will be confirmed. There are no guarantees that by requesting a certain date (s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date.

<p>Disclaimer: Please note that submission of this form does not guarantee the approval of your request for a delegation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>

Personal Information collected through this form is pursuant to 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 Clerk's Services, Village of Sundridge, 110 Main Street, Sundridge, ON, P0A 1Z0. Telephone: 705-384-5316