

So You Want to Appear Before Council as a Delegation...

Here is What You Need to Know

How do I get on a Council agenda?

You must submit your request to appear before Council in writing by **noon** on the **Wednesday preceding the Council meeting** you would like to appear on. The request is to be directed to the Clerk or CAO at the Municipal office. If you are placed on the agenda, you will be provided with a time to appear. If your request is received after the deadline or if there are already four deputations scheduled, your request will be placed on the next regular Council agenda.

When I submit my request, what do I need to include?

You need to include your name, the reason you wish to attend and any background information along with contact information. If your submission is vague, you will be contacted for clarification. If you do not provide sufficient information or refuse to disclose the reason for your delegation you will not be permitted to appear as a delegation.

My issue is urgent, why can't I be put on the agenda tomorrow?

The Procedural By-law (B2016-029) requires this notice period. Council also needs to know what your reasons for attending are and staff need to be provided with time to generate background information. To meet the requirements for accountability and openness, sufficient notice needs to be provided so that members of the public are aware of what will be discussed at the meeting.

Who is in charge at the meeting, and who will be there?

The Council meeting is an open meeting and any members of the public are welcome to attend. You will be making your presentation in front of Council which is composed of the Mayor, Deputy Mayor and three Council members. Senior staff members may also be in attendance along with the Clerk and/or CAO. All comments are to be directed to the Mayor who is the head of Council. The Mayor has control of the meeting and if comments are made which are rude, insulting or grossly inappropriate you will be requested to cease this behaviour. If this behaviour continues, you will be requested to leave the Council Chambers.

How long can I speak for?

Delegations are limited to **ten (10) minutes**. If you have additional information that cannot be covered in this time, please provide the material in advance to the Clerk. This will be copied and provided to Council members with their meeting packages.

Can a group attend as a delegation?

Your group can request to attend as a delegation, but only two members are permitted to speak to the issue. The ten minute limit applies to groups as well as individuals.

I have a short video on my group that I want to show, can it be presented?

You are permitted to show a video or provide a slide presentation as long as it does not exceed the time limits on delegations. If you require equipment or set-up, please advise the Clerk in advance of the meeting so that appropriate arrangements can be made.

Where do I present from?

Delegations are requested to present from the podium. It is important that Council and the members in audience can hear your comments so you are asked to speak into the microphone.

I am really upset about my issue and want Council to answer my questions and resolve the issue on the spot. Will this happen at the meeting?

The purpose of the delegation is to provide **information to Council**. As a delegation you are there to make a presentation. Council will look into your matter and may ask staff to bring back a report so that they can make an informed decision.

I presented my issue at Council but I would like to come back again on the same issue. Is this a problem?

You cannot come back to Council to speak on the same issue within a six (6) month period, without a Council member requesting a reconsideration of the issue.

I need Council to know about my problem but I can't appear as a delegation. How do I reach them?

You have several options. You can write a letter to Council and it will appear as correspondence on an upcoming agenda. You are also always welcome to contact the members of Council directly.

Contacts

Municipality of Trent Lakes

760 Peterborough County Road 36
Trent Lakes ON K0M 1A0
Phone: 705-738-3800 or toll free 800-374-4009
Fax: 705-738-3801
Website: www.trentlakes.ca

Hours: Monday-Friday; 8:30 a.m. - 4:30 p.m.

Staff

Clerk – Kari Stevenson ext. 240
Email: kstevenson@trentlakes.ca

Deputy Clerk – Jessie Clark ext. 219
Email: jclark@trentlakes.ca

CAO – Lois O’Neill-Jackson ext. 235
Email: loNeill-jackson@trentlakes.ca

Council Members

Mayor - Bev Matthews 705-930-6057
Email – bmatthews@trentlakes.ca

Deputy Mayor – Ron Windover 705-731-9871
Email – rwindover@trentlakes.ca

Councillor at Large – Dick Persson 705-872-2027
Email – dpersson@trentlakes.ca

Councillor (Harvey Ward) – Peter Raymond 705-872-7965
Email – praymond@trentlakes.ca

Councillor (Galway-Cavendish Ward) – Terry Lambshead 705-927-4968
Email – tlambshead@trentlakes.ca