



THE CORPORATION OF TOWN OF BRADFORD WEST GWILLIMBURY
 100 Dissette Street, Units 7 & 8, Bradford, ON L3Z 2A7
 Tel: 905-775-5366 or Fax: 905-775-0153

Request to speak before Council

Preferred Date:	
Alternate Date:	

Person(s) to Appear:

Name:	Title / Organization	Telephone Numbers	
		(Bus.)	(Res.)

Person(s) Requesting Appearance (if different from above):

Name:	Title / Organization	Telephone Numbers	
		(Bus.)	(Res.)

Brief description of subject matter:

Letter submitted with request: Yes No **I would like to use:** Projector Laptop

Anyone wishing to provide a Deputation with presentation material is asked to provide an electronic version in Microsoft Word, PDF or PowerPoint, at least 72 hours in advance of the meeting to the Clerk's Department, as otherwise, electronic devices will NOT be booked and therefore not available for the meeting.

We ask that the Clerk's Department receive paper copies of material which will be circulated and/or presented during the Deputation, as these documents become and form part of the minutes of proceedings.

Please return this form no later than 8 days prior to the requested day of Deputation to the attention of:
Clerk's Department, 100 Dissette Street, Units 7 & 8, P.O. Box 100, Bradford, ON, L3Z 2A7
or by email to cthorp@townofbwg.com

Please note that submission of this form does not guarantee the approval of your request for a Deputation. The Clerk's department will confirm your Deputation by telephone and/or email after this form has been submitted. Personal information is being collected under the authority of the *Municipal Act, 2001*, as amended, for the purposes of Agenda preparation and distribution. Questions regarding the collection of personal information should be directed to the Town of Bradford West Gwillimbury, Clerk's Department, 100 Dissette Street, Units 7 & 8, P.O. Box 100, Bradford, Ontario, L3Z 2A7, telephone 905-775-5366 ext. 1101, fax 905-775-0153.

Procedural By-Law 2011-027

18 DEPUTATIONS

18.1 Having regard to Section 15, persons desiring to present information verbally on matters of fact or make a request of council... shall give written notice accompanied by a written brief outlining the subject matter of presentation to the Clerk by no later than 9:00 a.m. on the Monday, 8 calendar days preceding the date of the council... meeting and may be heard by leave of the Presiding Officer of Council, but shall be limited in speaking to not more than ten (10) minutes except that a deputation consisting of more than five (5) persons shall be limited to two (2) speakers having a combined time limit of fifteen (15) minutes.

18.2 Council... may refuse to hear deputations when, in the opinion of the council... the subject of the presentation is beyond the jurisdiction of the Town of Bradford West Gwillimbury. No person will be permitted to address the council... with respect to labour/management disputes, nor will a brief respecting such disputes be listed on a council or committee agenda, although a written submission by any person with respect to labour negotiations or labour management disputes may be distributed to the council... for information purposes.

<p><u>ALTERNATE OPTION:</u> Open Forum- may register at meeting before 7:00pm. Registry is located at front of Council Chambers.</p>

19 OPEN FORUM

19.1 Open Forum provides an opportunity for the public to address council... in open session. Matters to be raised by the public under Open Forum shall be permitted at the discretion of the Mayor and council.

19.2 Individuals shall be permitted five (5) minutes to address council. Open Forum shall be limited to 30 minutes.

19.3 Discussion and complaints against Members of council and Staff will not be permitted.

19.4 Discussion that is contrary to the Municipal Freedom of Information and Protection of Privacy Act will not be permitted in Open Forum.

19.5 Matters before the Courts will not be permitted in Open Forum.

19.6 Matters involving Insurance Claims will not be permitted in Open Forum.

19.7 Matters beyond the jurisdiction of Town council will not be permitted in Open Forum.

19.8 Requests for Grants and Donations will not be permitted in Open Forum.

19.9 No decisions will be made as a result of a presentation received during Open Forum. The matter will be referred to staff to investigate and prepare a report.