

THE MUNICIPALITY OF CALLANDER

REQUEST TO BE HEARD BY COUNCIL FORM

Please note: Delegations to Council are limited to fifteen (15) minutes in length except when a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes. Persons desiring to present information to Council or to make a request of Council shall provide a completed "Request to be Heard by Council Form" to the Municipal Clerk no later than 12 noon on the Thursday prior to the regularly scheduled Council meeting. Submission of this form prior to 12 noon does not guarantee granting of delegate status for the meeting requested. The Municipal Clerk or designate shall have discretion to limit the number of delegations to facilitate an orderly and timely meeting (**By-Law 2016-1512**).

Please print

Date of Council Meeting You Wish to Attend: _____

Name and Telephone Number: _____

Group Being Represented: _____

Address: _____

Please provide a brief outline of the topic/issue you wish to speak about and provide any supporting documentation that you will be presenting. The topic/issue listed below will be the only matter considered by council. A deputation to council is not a debate but a means to express an opinion on a topic/issue. Council may have questions at the end of the deputation.

Signature

Date

DEPUTATIONS

Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

RECORDING EQUIPMENT

- (a) At meetings of Council, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by any person other than the recording secretary of the meeting including but not limited to, members, representatives of any news media whatsoever or members of the public is prohibited unless authorized in advance by the Mayor/Council.
- (b) When exercising the discretion to authorize the use of equipment such as described in (a) regard shall be had as to whether the use will be a distraction to the meeting and to whether there is a recording secretary present with the capability of providing a complete record of the meeting.