



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## **DEPUTATING TO COUNCIL/COMMITTEE OF WELLINGTON NORTH**

*Anyone wishing make a deputation to Council must submit their request on the form below together with their deputation submission.*

*The deputation form must:*

- *not contain obscene or improper language*
- *be signed by at least one person*
- *be filed with the Clerk no later than 12:00 noon. on the Tuesday preceding the 2:00 p.m. Council meeting 12:00 noon on the Wednesday preceding the 7:00 p.m. Council meeting or five business days in advance of a Committee meeting*

*All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda.*

*Regardless of the number of individuals forming a deputation, a deputation addressing Council is limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of Council.*

*The number of deputations will be limited to four (4) at any meeting of Council.*

*No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and Committee.*

***Council or Committee, may in their discretion, refuse to hear any deputation.***

*When the subject matter of a deputation is such that a decision of Council is requested, appropriate resolutions to direct staff to report may be presented for consideration.*

*Deputations shall not be permitted to address Council or its Committees on the following matters:*

- *Labour relations or employee negotiations*
- *Litigation that is either expected to proceed, that is currently proceeding, or that has already been decided by a trier of fact*
- *Other matters before a tribunal or that have been ruled on at a tribunal*
- *Tenders, RFPs or other procurement matters*
- *Any other matter that is properly the subject of the closed meeting provisions in the Municipal Act, 2001*

*Please submit your deputation request form and submission to:*

**Karren Wallace, Clerk**  
**Township of Wellington North**  
**7490 Sideroad 7 W, P.O. Box 125**  
**Kenilworth, ON N0G 2E0**  
**Phone: 519-848-3620 ext 27**  
**Fax: 519-848-3228**  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)



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## Deputation Request Form

Name of Deputant(s) \_\_\_\_\_

Attending as an individual OR  Representing a group/organization/business

Name of Group/Organization/Business \_\_\_\_\_

### Contact Information

Mail: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Type of Meeting

Council OR  Committee (includes ad hoc) \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Subject Matter (submit your complete deputation submission with this form)

\_\_\_\_\_  
\_\_\_\_\_

**Recommendation/Request of Council** ( what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

\_\_\_\_\_  
\_\_\_\_\_

**Estimated Financial Impact to municipality:**

Capital \_\_\_\_\_ Annual Operating \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Notice of Collection/Use/Disclosure:** All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

(REVISED FEBRUARY 2017)