

MUNICIPALITY



OF ASSIGINACK

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DELEGATION REQUESTS

If you wish to make a request or presentation to Council, these are the regulations in place and can be found in Section 10 of By-law # 02-02.

REGULATIONS:

1.

A delegation can only be heard respecting an item upon the Agenda.

If you wish to bring a matter to the attention of Council, please contact the Township Office or your Member of Council. Only after the matter has been identified and the necessary background information prepared and circulated to Council will it hear delegations.

2.

... requests in writing to the Clerk-Treasurer that the delegation be placed on the agenda prior to the normal close of business on the Wednesday, prior to the meeting and providing...

Requests for delegations must be made in writing and submitted 7 days before the Council meeting. It must be accompanied by a written submission detailing the matters that the delegation wishes to present to Council. This must be presented to the Clerk-Treasurer.

3.

A delegation shall have up to 15 minutes to make its presentation.

With the unanimous consent of Council, this may be extended to no more than 60 minutes.

4.

The number of delegation on one agenda will be limited to three.

5.

A delegation may use a maximum of three speakers in making its presentation.

6.

Presentations by a delegation shall be followed by questions to the delegation by members of Council.

This provides an opportunity for members of Council to clarify points made during the presentation. It is not a session where the delegation poses questions to Council.

7.

In an emergency situation, by majority of members of Council, a delegation may be heard without due preparation by Council, but no decision should be expected to be made at that meeting.

Questions may be directed to the Clerk-Treasurer at 705-859-3196 or clerktreasurer@amtelecom.net.