

Speaking at a Council Meeting

Please complete and submit on-line form or print pdf and return to the Municipal Clerk to register to speak at a Council or Public Meeting to an item on the Agenda.

Name *

Street Address *

Municipality *

Province *

Postal Code *

Phone Number *

E-mail address

Date of the Meeting *

I will be participating *

- Electronically
- In-Person
- Submitting written comments

Are you speaking on behalf of a group or organization?

- Yes
- No

Name of Group or Organization

Agenda item you wish to speak to *

All persons wishing to speak at a Council or Planning meeting shall register with Legislative Services by submitting this form no later than 1 business day prior to the meeting. If the meeting is on a Monday, the request must be submitted by noon on the Friday before the meeting. If participating remotely, delegates will receive an email from the Municipal Clerk or Municipal Deputy Clerk with confirmation and instructions for electronic participation. The Township uses Zoom as it's electronic meeting platform. A unique link with access to the electronic meeting is not to be shared with other individuals unless directed to do so.

Responsibility of the Speaker (Delegate)

- Register to electronically participate in a meeting no later than 1 business day prior to the meeting. If the meeting falls on a Monday, registration prior to noon on the Friday preceding the meeting. *Staff will endeavor to respond to any requests to participate received following the deadline; however, a response is not guaranteed;*
- Join the meeting 15 minutes prior to the start of the meeting;
- Turn off camera and mute microphone until advised by the Chair it is your turn to address Council;
- Blur background while camera is on and participating in the meeting.

I certify the information provided on this form is true and correct to the best of my knowledge. I agree to comply with the Township's hybrid meet policy .Please sign name in box below.

Thank You

A member of the Legislative Services Team will confirm your request.