



Procedure Bylaw 2017- 20 of the Municipality of Hastings Highlands  
Instructions for Delegation or Petition to Council

Pursuant to the Procedure Bylaw of Council, all requests to make a Delegation or present a Petition to Council shall be scheduled at each Regular Meeting of Council. There are Two (2) Meetings per month except in the months of January, July, August, September and December there is One (1) Meeting.

**DELEGATIONS/PETITIONS ARE LIMITED TO A MAXIMUM OF TEN (10) MINUTES**

**Directions on requesting a Delegation or Petition**

1. Any person desiring to address the Council shall complete the Form prescribed for Delegation/Petition under Schedule A1, and submit to the Deputy Clerk of The Municipality of Hastings Highlands, no later than Wednesday 7 days prior at Four o'clock (4:00 p.m.), preceding final preparations of the Agenda (2 weeks before the meeting). If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular Meeting.
2. Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the Meeting.

**At the Meeting**

All Delegation and/or Petitions applications shall be scheduled immediately following Presentations, if any, or immediately following Announcements and Community Events. The Chair will invite individual(s) making the Delegation or Petition to the podium to speak on their issue(s). Delegations and/or Petitions are limited to Ten (10) Minutes, but may be extended at the discretion of the Chair. Following the Delegation or Petition, only Members of Council or Staff may ask questions. Upon closure of the discussion, Council shall receive the Delegation or Petition for information purposes. If a request for action on the part of Council is made, the matter will be referred to Administration or Committee for future report or further advice.

***Individuals who submit information to Council should be aware that any personal information contained within their communications may become part of the public record, made available through the Council Agenda process.***



*Hastings Highlands*  
Beautiful By Nature

**SCHEDULE A1 DELEGATION and PETITION FORM**

Date:	Council Meeting Date Requested:
Applicant Name (and title if applicable)	
Organization Name	
Address:	
Telephone of contact person:	
E-mail address:	
<b>Please Note: All Delegations or Petitions are limited to ten (10) Minutes.</b>	
Subject Matter of Delegation/Petition:	
Purpose of Delegation/Petition:	<p>Note: If requesting action of Council, you <b>must</b>: Detail all information necessary to inform Members of Council of your request. If necessary, add a separate sheet and attach.</p> <p><input type="checkbox"/> Information only  <input type="checkbox"/> Requesting funding  <input type="checkbox"/> Requesting letter of support  <input type="checkbox"/> Other (provide details below)</p>
Name of individual(s) giving the delegation/petition(max 2)	<p>1. _____  2. _____</p>
Documentation to be provided:	<p><b>please outline type of information to be forwarded:</b></p> <p><input type="checkbox"/> Handouts  <input type="checkbox"/> Power-Point presentations  <input type="checkbox"/> Publication in the Agenda (one original or electronic copy) must be provided to the Clerk no later than Wednesday 7 days prior at 4:00 p.m. preceding final preparations of the Agenda</p>
Technical requirement	<p><input type="checkbox"/> Flipchart    <input type="checkbox"/> Projector    <input type="checkbox"/> Other (provide details).</p>
<p>I, _____, the undersigned, understand and agree to the procedures for Delegation and/or Petition as detailed within this Schedule and agree to abide by them.</p> <p>Signature of Applicant: _____ Date: _____</p>	