



## Request for Deputation Before Council

**Town of Bradford West Gwillimbury**  
 100 Dissette Street, Units 7 & 8  
 P.O. Box 100, Bradford, Ontario L3Z 2A7  
 Telephone: 905-775-5366  
 Fax: 905-775-0153  
[www.townofbwg.com](http://www.townofbwg.com)

The Town of Bradford West Gwillimbury has amended its Procedural By-law to allow for electronic participation at Council meetings during a declared emergency. Council meetings will continue to take place on the **first and third Tuesday of each month at 7:00 p.m.** unless otherwise noted.

For those wishing to request a deputation at an electronic Council meeting:

- please complete the information below and submit this form no later than 4:30 p.m. on the Tuesday preceding the date of the next Regular Council Meeting
- Ensure any presentation you wish to share with Council during your deputation is received by the Clerk at least five days prior to the meeting
- Ensure you have a computer with internet access to enable you to participate electronically as an 'Attendee' to make your deputation to Council during their meeting
- If you do not want to participate by video, or do not have the necessary technology, you may use a telephone and call in to participate and make your deputation
- Once your deputation request has been received and approved for a Council meeting date, you will receive further detailed instructions on how to participate in the Council meeting

<b>Preferred Date:</b>	
<b>Alternate Date:</b>	

### Person(s) to Appear:

Name	Title / Organization	Telephone Numbers
		(Main)
		(Alternate)

### Person(s) Requesting Appearance: (if different from above):

Name	Title / Organization	Telephone Numbers
		(Main)
		(Alternate)

### Brief description of subject matter:

**Return this form by email to:** Tara Reynolds, Deputy Clerk at [treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

Personal information is being collected under the authority of the *Municipal Act, 2001*, as amended, for the purposes of Council agenda preparation and distribution. Questions regarding the collection of personal information should be directed to the Town of Bradford West Gwillimbury, Clerk's Department, 100 Dissette Street, Units 7 & 8, P.O. Box 100, Bradford, ON L3Z 2A7, 905-775-5366 ext. 1101.

## Procedural By-law 2013-20

### **6.6 Deputations**

- (1) Persons desiring to present information verbally on matters of fact or make a request of Council shall give written notice accompanied by a written brief outlining the subject matter of presentation to the Clerk by no later than 4:30 p.m. on the Tuesday preceding the date of the next Regular Council Meeting.
- (2) Persons wishing to appear as a Deputation and who are not listed on the agenda may appear as a Deputation with support from the majority of the Members present.
- (3) Persons appearing as a Deputation shall be limited to a maximum of ten (10) minutes speaking time, and where a Deputation consists of more than one person, all persons combined shall be limited to two (2) speakers and a maximum of fifteen (15) minutes speaking time, but the Presiding Officer may, by resolution, grant permission to any Deputation to speak for longer than the time allotted.
- (4) Council may refuse to hear Deputations when, in the opinion of the council, the subject of the presentation is beyond the jurisdiction of the Town of Bradford West Gwillimbury. No person will be permitted to address Council with respect to labour/management disputes, nor will a brief respecting such disputes be listed on a Council agenda, although a written submission by any person with respect to labour negotiations or labour management disputes may be distributed to the Members for information purposes.
- (5) Council has the discretion to close a meeting to the public during a Deputation if the subject matter being considered relates to matters listed in Part 4.5(4).
- (6) During or following a Deputation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment.
- (7) Following a Deputation, Council shall adopt a motion:
  - (a) to receive;
  - (b) to refer to another item listed on the meeting agenda;
  - (c) to refer to a Committee, Local Board or Town staff for a report; or
  - (d) to refer to New Business for consideration.