



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES  
**TOWNSHIP COUNCIL POLICY**

Public Delegations

<b>AUTHORITY:</b> Township Council	<b>APPROVED:</b> Res. No: Date:	<b>C-5-06/02/06</b> February 6, 2007	<b>REVISED:</b> Res. No: Date: Res. No. Date:	<b>C-7-26/06/07</b> June 26, 2007 <b>C-8-20/11/07</b> November 20, 2007
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**POLICY:** Township Council encourages members of the public to express their views and concerns on governance issues to Township Council. Township Council believes that the procedures for public input should be fair to all those in attendance at Township Council meetings.

Township Council believes that the public input process should reflect a balance between accessibility to Township Council and effective use of the meeting time.

Presenters shall respect the formal nature of Council meetings and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Specifically, presenters shall refrain from making negative references to any individuals or groups, including but not restricted to, members of Township Council, Township administration, civic groups or agencies or other citizens of the Township of Muskoka Lakes, and shall use polite and respectful language.

**STANDARDS:** **Delegations:**

Persons desiring to verbally present information on matters of fact or make a request of Township Council shall ask the Chief Administrative Officer (CAO) to be placed on the Township Council or Committee agenda. Such requests shall be presented to the CAO seven business days prior to the Township Council meeting.

Persons whose request is received after the limit will be advised by the CAO that their request will be presented to Township Council or Committee at the following meeting.

Emergent matters may be added to the Township Council or Committee agenda prior to the adoption of the agenda with consent of a majority of members.

Persons delegating Township Council or Committee shall be limited in speaking to not more than 5 minutes.



Notwithstanding the above, the Mayor or Committee Chair, by leave of Township Council or Committee, may grant an extension of the 5 minute time limit to any one, or all, deputations in attendance. Conversely, when a delegation consists of more than one person, the Mayor or Committee Chair may limit the number of speakers from any one delegation. Delegations will be encouraged to appoint one spokesperson.


**Petitions and Communications:**

Every communication, including a petition designed to be presented to the Township council, shall be legibly written or typed and shall refrain from using negative or disrespectful references to any individuals or groups.

If, in the opinion of the Mayor or CAO, the letter or petition is highly disrespectful or contains improper language, or is a confidential matter or if the letter writer wishes to withdraw it, the Mayor or CAO may decide not to allow it to be included in the agenda of a Township Council meeting.

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**CROSS REFERENCES:** Proceedings By-law Number 2006-11; Management & Services  
Res. # MSC-3-17/01/06, Confirming By-law number 2006-22

 <p>The logo for the Township of Muskoka Lakes features a stylized sun or fan shape in blue, orange, and red above the text "TOWNSHIP OF MUSKOKA Lakes".</p>	<p>The Corporation of the Township of Muskoka Lakes TOWNSHIP POLICY C-GG-08 Page 2 of 2</p>
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