



In Conclusion: Well....That's It!!!!

It's really quite simple. And rest assured that your Council/Committee fully appreciate what you have done to present your input to us. If you have any doubt about this, or wish to discuss other things with one or more Members of Council/Committee do not hesitate to reach us.

Mayor, Chris Armstrong	mayor.armstrong@whitestone.ca	705-389-3721
Councillor, George Comrie	councillor.comrie@whitestone.ca	705-774-6370
Councillor, Colette Deacon	councillor.deacon@whitestone.ca	705-389-1452
Councillor, Joe Lamb	councillor.lamb@whitestone.ca	705-389-9542
		or 905-333-5951
Councillor, Joe McEwen	councillor.mcewen@whitestone.ca	705-389-2025

CEMETERY BOARD

Muriel Stiles, CHAIR—705-389-2757

RECREATION COMMITTEE

Becky Doan, CHAIR—705-389-9678

COMMITTEE OF ADJUSTMENT

Tom Sutcliffe, CHAIR - 705-389-3010

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

Beth Gorham, CHAIR - 705-389-3257

LIBRARY BOARD

Margareta Linko, CHAIR - 705-389-2342

THRIFT SHOP COMMITTEE

Peggi Waehl, CHAIR - 705-389-1375

Staff are friendly too! For assistance please contact any of the following Department Heads:

Tammy Wylie, CAO-Clerk-Treasurer	705-389-2466 Ext. 25
Thomas Stoneman, Roads/Facilities Superintendent	705-774-4535
Paul Rossiter, By-Law Officer	705-389-2466 Ext. 45
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Your Easy Guide to:

Delegations and/or Petitions to Council/Committees

The Corporation of the
Municipality of Whitestone



Whitestone, a Perfect Place to Live, Work & Play

www.whitestone.ca

The Delegation Approach



★ What do I do to arrange to appear as a delegate?

Persons desiring to present information verbally on matters of fact or make a request of Council/Committee shall provide notice as to the nature of the deputation, to the Clerk on or before 12:00 noon on the day of the scheduled meeting. Unscheduled deputations will be permitted, without registration only during a public hearing portion of a meeting. Emergency deputation requests will be received by the Mayor/Chair and will be heard at the will of a majority of Council/Committee.

★ What Rules of Procedure do I keep in mind up to and during the meeting?

1. Delegations should be factual, stating why one is speaking in favor or against a particular matter.
2. All delegations should be limited to a maximum of 10 minutes unless permitted otherwise.
3. Where there are numerous presenters (i.e. from an association, a club, a family, a neighborhood, etc.) on the same matter they are encouraged to select one spokesperson to present their information.
4. The meeting Chairperson may curtail any presenter for disorder or any other breach of the Procedural By-Law. Once the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behavior that is inappropriate can result in the Chair requesting the person(s) to vacate the premises (see Code of Conduct below).
5. There shall be no debate during any delegation. Presenters should be prepared to answer questions from members of Council/Committee at the end of the deputation/presentation. Presentations are not a question and answer period. Questions to Council/Committee should be sent separately in writing for consideration.
6. Subsequent presentations on the same topic by the same person, or groups will be accepted but will be limited to the submission of new information only.

★ What is meant by a “Code of Conduct”?

No Deputant (or Member of the Public) shall:

1. Speak without first being recognized by the Chairperson.
2. Speak disrespectfully of any person.
3. Use offensive words, gestures or make abusive comments.
4. Signage, placards or banners are not permitted in the meeting unless previously approved.
5. Speak on any subject other than the subject stated in their request for delegation.

6. Enter into cross debate with other deputations/presenters, administration, Council/Committee members or the Mayor/Chair or the attending public.
7. Disobey the Rules of Procedure or decisions of the Council or Committee.
8. Engage in any activity or behavior that would affect the deliberations.
9. Bring food into the meeting unless permitted.
10. Allow any electrical/electronic device (i.e cell phones, ipods, etc) to ring, play or operate to a point of disrupting the proceedings.

The Petition Approach

★ What is a “Petition”?

A written application from a person or persons to some governing body or public official asking that some authority be exercised to grant relief, favors, or privileges.

★ How do I prepare a petition?

1. The purpose of the petition must be clearly and factually stated, including the remedy sought from Council or the appropriate Committee; and
2. Include the name, civic address, and either telephone number or email address of the petition creator; and
3. Include the names, civic address, and date of signing of everyone who signs the petition; and
4. Include the date the petition was started.

All information contained in a petition is deemed to be public information, including the names and addresses of those signing the petition.

★ How do I present a Petition?

A petition may be presented at the time of your delegation appearance at Council/Committee, or, separately addressed to the Mayor and Members of Council or Committee Chair and Members of the Committee. In the latter situation it should be given to Administration Staff who will cooperate by communicating it to Council/Committee in a timely fashion for Council/Committee deliberations at a public meeting. The originator of the petition will be contacted by Municipal Staff as to when the petition’s subject matter will appear in front of Council/Committee.