



## DELEGATION REQUEST FORM

The Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be received by the Clerk's office by **noon on the Tuesday prior to the requested meeting date.**

Preferred Meeting Date: \_\_\_\_\_

Subject/Application: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Firm/Organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Do you require any accessibility accommodation?    Yes     No

If Yes, what do you require?

Should you require assistance completing this form, please contact the Clerk at 519-785-0560

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. This information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or [gscharback@westelgin.net](mailto:gscharback@westelgin.net)

## **Information for the Public on Making Delegations to Council and Committees**

We are pleased to provide you with some information that will help make your presentation to Council effective. It is necessary to follow certain procedures to ensure that your presentation/delegation is seen and heard by the Council Members.

### **How do I appear before Council/Committee as a delegation?**

Please complete the Delegation Request Form and return it to the Clerk if you wish to make a presentation to Council at a regularly scheduled meeting,

### **What happens after I submit my request to delegate or delegation materials?**

The Clerk or his or her designate will contact you prior to the approval of the agenda to provide notice that your request will be listed on the agenda.

### **How long may I speak?**

Delegations are allotted a maximum up to 10 minutes to address the members according to the Municipality's Procedure By-Law. Group delegations will be limited to two (2) speakers, within the 10 minute time limit.

### **What is the procedure?**

Upon entering the Council Chambers;

- Take a seat in the general audience section;
- After the meeting is call to order, the Chair will announce the delegations as they appear in the agenda;
- Upon hearing your name, please come forward to the delegate's desk;
- When addressing Council/Committee or answering a question, always address your comments to the Chairperson.

### **What happens after I speak?**

You are not required to remain for the entire meeting, you may leave after your presentation. The Clerk will notify you of any decision regarding your delegation.

### **Where can I get a copy of the meeting agenda?**

Copies of the Council agenda are available on the Municipal website at [www.westelgin.net](http://www.westelgin.net) or from the Clerk's Office at 12 noon on the Tuesday preceding the Council meeting.

### **Ask Us for Advice**

If you need further information regarding making a delegation or presentation to Council or wish to view the Council Chambers, contact the CAO/Clerk at 519-785-0560