

**DELEGATION REQUEST FORM**

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

**12:00 NOON ON THE THURSDAY PRIOR TO THE REQUESTED MEETING DATE**

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

NAME OF SPOKESPERSON: \_\_\_\_\_

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

\_\_\_\_\_

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with Municipal Staff or a Council Member  
regarding your matter of interest? Yes  No

IF YES, WITH WHOM? \_\_\_\_\_ DATE: \_\_\_\_\_

- I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.

***INFORMATION ON THIS PAGE OF THE FORM WILL BE PRINTED  
ON A PUBLIC AGENDA***

The Clerk's office will confirm your Delegation by telephone and/or e-mail after receiving this form. Due consideration will be given to your request. Accommodating your request for a certain meeting date and time will depend on the length of the agenda in question. You will be advised of the earliest possible date when your delegation may be heard by Council.

**CONTACT INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *Town/City* \_\_\_\_\_ *Postal Code*

**PHONE:** \_\_\_\_\_ *home and/or cell* **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION?** YES  NO

**IF YES, WHAT DO YOU REQUIRE?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you require assistance completing this form, please contact the Municipal Office at (519) 762-2204.

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The 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, Chapter M.56*. Questions about this collection should be directed to the Municipal Clerk, Municipality of Dutton Dunwich, 199 Currie Road, Box 329, Dutton, ON N0L 1J0, Telephone (519) 762-2204.

Please review the attached information regarding your Delegation Request and the Municipality of Dutton Dunwich's Procedural By-law.

## PROCEDURAL BY-LAW (Excerpt)

All municipalities are required to have a Procedural By-law that governs the calling, location and proceedings of a Council or Committee meeting. The following section of the Procedural By-law pertains to your involvement in a Council or Committee meeting.

### 8.1 Delegations

- 8.1.1 There shall be no more than four (4) delegations, in total, scheduled for any Regular Meeting of Council unless the Head of Council approves additional delegations no later than forty-eight (48) hours prior to the Regular Meeting.
- 8.1.2 Persons desiring to verbally present information on matters of fact or to make a request to Council shall give notice, including specific details regarding the subject of their address to the satisfaction of the CAO/Clerk no later than 12:00 Noon on the Thursday of the week prior to the Meeting.
- 8.1.3 Notwithstanding Section 8.1.2, Council may, at their sole discretion, entertain delegations with less notice as the circumstance may warrant with a two-thirds (2/3) majority.
- 8.1.4 Notwithstanding Section 8.1.3, a person wishing to present information is not required to give written notice nor be listed on the agenda with respect to a matter before Council for which the public has been given notice of the Public Meeting under the *Planning Act*, or any other Act, or according to Municipal Policy, as required.
- 8.1.5 Delegations shall be permitted to speak on a matter only once within a six (6) month period and shall be limited to speak for no more than ten (10) minutes, and be so advised in advance of their delegations. An extension to speak may be decided, without debate, by a majority of Council Members present. Where a delegation consists of a group of three or more persons, the group may address the Council for no more than fifteen (15) minutes. Where a Delegation has not provided the CAO/Clerk with supporting documentation in advance, but wishes to provide Members with written communication supporting the Delegation's comments at the time of the presentation, the documentation shall be provided to the CAO/Clerk and may be distributed to the Members at the discretion of the CAO/Clerk.
- 8.1.6 Municipal audio visual equipment may be used to assist in presentations, provided that permission has been obtained for the use of such equipment from the CAO/Clerk at the time the presenter(s) contacts the CAO/Clerk's Department to register for the meeting. The presentation material must be provided to the CAO/Clerk by 12:00 Noon on the Thursday of the week prior to the scheduled day of the Meeting.

**8.1.7 No Delegation shall:**

- a) speak disrespectfully of any person;**
- b) use improper language or un-parliamentary language;**
- c) speak on any subject other than the subject for which they have received approval to address Council; or**
- d) disobey the rules of procedure or a decision of the Chair of Council.**

**8.1.8 Members of Council shall be permitted to ask questions of delegates only to clarify their submissions or to elicit further information from them that is relevant to their submission.**

**8.1.9 Council may refuse to hear a delegation when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Municipality.**