

Attention: Clerk
Municipality of Dutton Dunwich
199 Currie Road, Dutton ON, N0L 1J0
Phone: 519-762-2204
Email: tkretschmer@duttondunwich.on.ca

Submission Date (DD/MM/YYYY):

Council/Committee Date (DD/MM/YYYY):

Meeting Type:

Name of Individual(s):

Position(s)/Title(s):

Name of Organization(s):

Email:

Phone Number:

Address:

Reason(s) for Delegation Request (Subject Matter to be Discussed):

A formal presentation will accompany my delegation: Yes No

Presentation format: Powerpoint file (.ppt)
 Adobe File or Equivalent (.pdf)
 Picture File (.jpg)
 Video File (.avi, .mpg)
 Other

Additional printed information/materials will be distributed with my delegation:

Yes No Attached

Do you require any accessibility accommodation? Yes No

If Yes, what do you require?

Procedural By-law 2023-58

- 9.1.2. Persons desiring to verbally present information on matters of fact or to make a request to Council or Committee shall give notice, including specific details regarding the subject of their address to the satisfaction of the Clerk no later than 12:00 noon on the Thursday of the week prior to the meeting.
- 9.1.3. Notwithstanding Section 9.1.2, Council may, at their sole discretion, entertain delegations with less notice as the circumstance may warrant with two-thirds (2/3) majority.
- 9.1.5. 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 Clerk with supporting documentation in advance, but wishes to provide Members with written communication supporting the Delegations comments at the time of the presentation, the documentation shall be provided to the Clerk and may be distributed to the Members at the discretion of the Clerk.
- 9.1.7. 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.
- 9.1.8. 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.
- 9.1.9. 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.
- 9.1.10. No delegations shall be permitted to closed agenda items.

Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)

Personal information contained on this form is authorized under Section 9.1 of the Municipality of Dutton Dunwich Procedural By-law 2023-58, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Municipal Council or a Committee of Council. The completed Delegation Request Form will be redacted and published with the public agenda. The Procedural By-law is a requirement of Section 238(2) of the Municipal Act, 2001, as amended. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. All Municipal Council and Committee meetings are recorded and videos are posted and available for viewing subsequent to those meetings. Questions about collection may be directed to the Clerk, 199 Currie Road, Dutton ON, N0L 1J0, 519-762-2204 x. 26.