



## REQUEST TO BE A DELEGATION BEFORE COUNCIL

Council meetings are generally held the **1st and 3rd Tuesday of each month**, unless noted differently. Requests to appear before council must be made **no later than noon of the Thursday preceding the council meeting date requested**. Please provide materials for Council with request.

**Please specify meeting date being requested:**

**1st Meeting Date Choice:** \_\_\_\_\_

**Alternate Meeting Date Choice:** \_\_\_\_\_

**GROUP DELEGATION REPRESENTS:** \_\_\_\_\_

Delegate's Name or Group Representative: \_\_\_\_\_

**PURPOSE OF DELEGATION:** For Information Only:  Specific Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE INDICATE THE ACTION BEING REQUESTED OF COUNCIL:**

\_\_\_\_\_  
\_\_\_\_\_

**Additional Information Attached:** (maps, pictures, diagrams, petitions)

\_\_\_\_\_

**Contact Information:**

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

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

Email: \_\_\_\_\_

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

### 13. DELEGATIONS/PETITIONS PRESENTATIONS (as per Procedural By-Law # 07-14)

13.1 Delegations wishing to address Council must notify the Clerk and state the general nature of the delegation, the Thursday immediately preceding the Council meeting no later than 12:00 Noon in order that the delegation may be listed on the Agenda and the subject of the delegation be identified.

13.2 No person shall be permitted to address Council on a subject not on the Agenda, unless by permission of the Mayor and a verbal resolution to that effect being carried by a majority vote of members present and having regard for the Notice By-Law.

13.3 Any person or group which are listed on an agenda or are otherwise approved to appear before Council shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. When more than one person is addressing Council, on the same subject, such persons following the first person shall not repeat that which was covered by the proceeding speaker.

13.4 Members of Council only may ask questions of deputations, and shall not enter into debate with the deputations. All questions of deputations shall be addressed through the Chair.

**Personal information contained on this form is collected pursuant to *the Municipal Freedom of Information and Protection of Privacy Act*.**

**This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Freedom of Information Coordinator, Kathryn Ironmonger, Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Rd, R. R. # 2, Hillsburgh, ON N0B 1Z0 Call : (519) 855-4407 Ext. 222 or Toll Free 1-877-818-2888 Fax: (519) 855-4821**

Email: [kathryn.ironmonger@erin.ca](mailto:kathryn.ironmonger@erin.ca) Website: [www.erin.ca](http://www.erin.ca)