



Delegation Request

Completed applications, including handouts and presentations, must be submitted to the Clerk's Office by 12:00 p.m. (noon) on the Wednesday one week prior to the meeting you wish to attend.

Delegations will be directed by the Clerk to the appropriate Committee except where the deputant wishes to address Council with respect to a matter which will be before Council or where the Clerk determines that the matter is of such an urgent nature that there is insufficient time to delegate to a Committee.

Meeting You Wish to Attend (Choose One)	County Council	Access Dufferin
	Public Works	Forest Advisory Team
	General Government Services	
	Community Services - Dufferin Oaks	
Date of Meeting (yyyy-mm-dd)		

Name	
Address	
Phone Number	
Email	
Organization Being Represented	

Purpose of the Delegation (Check One)	Information Only
	Request for Funding
	Request for Letter of Support
	Other (specify)
Subject of Delegation	
List all Individuals Who Will Be Making the Delegation	
Will You Be Providing Supporting Documentation?	Yes - Handouts Yes - PowerPoint Presentation No

I have reviewed the Delegation Information provided with this form (initial here) _____

Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council or Committee. Your name, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended. Questions about this collection should be directed to the Clerk at 519.941.2816 ext. 2503.

Delegation Information

- The names of all speakers and the subject matter to be discussed must be provided to staff for inclusion within the agenda and minutes.
- All handouts and PowerPoint presentations must be received by 12:00 p.m. (noon) on the Wednesday one week prior to the meeting for inclusion within the agenda and minutes. Electronic supporting material is preferred.
- All handouts and presentations may be reviewed by staff prior to the meeting and any content deemed to be inappropriate for a public forum may be removed.
- Delegations are limited to 10 minutes.
- Delegations may be refused if they are determined to be repetitious or not within the jurisdiction of the County.
- Please arrive 15 minutes in advance of the meeting as delegations are heard as one of the first items of business.
- All delegations shall speak respectfully and only on the subject described on the request form.
- During the meeting, delegations will obey the rules of procedure and any decisions of the Chair or Council.
- The Chair may shorten the time of any delegation for repetition, disorder, or any other breach of the procedural by-law.
- Council may ask questions following the delegation.
- The Chair may expel or exclude any member of the public who creates a disturbance or acts improperly during a meeting.
- The Clerk reserves the right to redirect your Delegation Request to the most appropriate Committee.