



TOWNSHIP OF NORTH DUNDAS - DELEGATION REQUEST FORM

This form is to be used to request permission to present as a Delegation at a Council Meeting.

REQUESTER INFORMATION:

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Group Represented (if applicable) _____

MEETING DATE REQUESTED: (1st choice) _____ (2nd choice) _____

PURPOSE OF DELEGATION: (Please give complete description or attach full presentation):

DESIRED OUTCOME:

☐ That the delegation is received for information, OR ☐ That the following action is taken:

ACKNOWLEDGEMENT:

I / we understand that for this request to be considered, the presentation and any supporting documentation must be typed or legibly written and received by the Clerk no later than 4:30 pm on the THURSDAY of the week 14 days prior to the meeting. This form may be submitted in paper form, or by email to the Clerk: ncharette@northdundas.com.

I / we understand that the information provided on this form and any attached or accompanying documents shall become public documents that shall be included in the meeting agenda package posted on the Township's website. I / we may request to have personal contact information and signature(s) redacted before posting.

Signature(s) of Applicant(s) _____ Date _____

PRIVACY INFORMATION: Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information & Protection of Privacy Act. Questions about this collection should be directed to the Clerk, Township of North Dundas, 636 St. Lawrence Street, Winchester, ON K0C 2K0 Phone:(613) 774-2105 Fax:(613)774-5699.

DELEGATIONS:

Persons wishing to address Council to present information orally on matters of fact or make a request of the Council must complete the delegation request form.

The Clerk will review delegation requests with the CAO and Mayor. Reasons for refusing delegations include, but are not limited to the following:

- Discussion pertains to a matter involving litigation or potential litigation;
- Discussion pertains to an identifiable individual;
- The subject is beyond the jurisdiction of the Township;
- The matter/issue has previously been addressed by Staff and/or Council and no new information is being presented;
- The purpose and expected outcome of the request is unclear; and,
- The request is for an improper purpose (i.e. generating publicity or making personal attacks against Staff).

A maximum of three delegations will be permitted at a Council meeting, which will be scheduled on a first-come, first-served basis and each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council.

Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members will not enter into debate with the delegation respecting the presentation.

Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guests or individuals.