



## Delegation Request Form

A delegation is an opportunity to appear before Council or Committee to discuss a matter or concerning an item on the agenda prior to Committee or Council's consideration of the matter. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the Clerk and can be dropped off or mailed to the Municipal Office Attn: Clerk, 28 Municipal Lane, Sundridge, ON P0A 1Z0; faxed to 705-384-5892 or emailed to [clerk@strongtownship.com](mailto:clerk@strongtownship.com)

### Delegate Information

Last Name:

First Name:

Street Number:

Street Name:

Town/City:

Postal Code:

Email Address:

Contact Number:

### Meeting Information

*Please select which Meeting type you would like to delegate:*

Committee : \_\_\_\_\_

Council Meeting

Other: \_\_\_\_\_

### Meeting Date Requested:

**Please state the purpose of the delegation (subject matter must be concerning an item on the Agenda):**

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings agenda and minutes are available on the Township's website. Questions about this collection should be forwarded to the Clerk.

Township of Strong

28 Municipal Lane, PO Box 1120 Sundridge, ON P0A 1Z0

705-384-5819 (p)

705-385-5892(f)

[www.strongtownship.com](http://www.strongtownship.com)

## Engaging Council through a Delegation

A delegation is an opportunity to appear before Council or Committee concerning a matter or an item on the agenda prior to Committee or Council's consideration of the matter.

Council welcomes and encourages public input. A person wishing to make a delegation shall submit a request to the Clerk.

### How to Delegate, as per Procedural By-Law:

- Persons interested in appearing before Committee or Council shall give notice to the Clerk **before Noon three days (3) prior to the requested meeting date.**
- The Clerk will confirm your placement on the agenda once the form and supporting documents are received.
- Delegates are permitted to speak for fifteen (15) minutes and successive extensions may be granted by the Chair.
- Individuals shall be limited to two (2) delegations per calendar year on the same subject matter.
- Material relating to your delegation must be provided with the completed Delegation Request Form. If you are unable to provide your material prior to the distribution of the agenda, please bring the material with you and have 6 copies for distribution to Council.  
***Please Note that USB keys with delegation material are prohibited.***
- The appropriate way to address Council is to preface their surname with *Mayor* or *Councillor*, for example, *Mayor Thompson*.
- All questions or comments shall be made through the Chair.
- Delegates must provide a copy of their speaking notes and any additional information they present for inclusion in the public record.
- A person addressing Council or Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member.
- Applause and other displays of approval or disapproval during Council or Committee are considered inappropriate and are discouraged.
- Council may not respond to a delegation during the meeting at which it occurs. Members may seek clarification from the speaker but will not enter into a debate or discussion on the subject matter.
- **Regular Council meetings are held the 2nd and 4th Tuesday at 5:30PM. For information on committee meeting dates, please visit our website.**

### For more information

For assistance regarding a delegation to Council or Committee please contact the Clerk at 705-384-5819 x. 207 or by email to [clerk@strongtownship.com](mailto:clerk@strongtownship.com)