



## Appendix A to By-Law 89-2021 Delegation Request Form

*The Town of South Bruce Peninsula and its Committees and Local Boards reserve the right to refuse or defer any delegation at any time. Delegations appear strictly for information purposes only. Any discussion or decision will be at the discretion of Council. This completed form and supplementary material provided will be uploaded to the public agenda subject to rules of procedure.*

### Request for Delegation

**I am requesting delegation to speak:**

- a)  on my own behalf; or
- b)  on behalf of a group / organization / association, if b), please state name of group/ organization/association below.

\_\_\_\_\_  
**Name(s) of Group/Organization/Association** (please print)

\_\_\_\_\_  
**Name(s) of Speaker(s)** (please print and include the names of all spokespeople)

\_\_\_\_\_  
**Subject/Title of Presentation** (please print)

Please describe below, the subject matter of the delegation. Full text of the presentation and all documents to be provided during the presentation must be attached to this document and provided in the electronic format requested by the Clerk.

\_\_\_\_\_  
**Printed Name of Delegation Representative:**

\_\_\_\_\_  
**Signature of Delegation Representative:**

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

\_\_\_\_\_  
**Telephone:**

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### For Office Use Only

**Confirmation of Mayor** \_\_\_\_\_ Yes \_\_\_\_\_ No **Delegation Date** \_\_\_\_\_

**Prescribed Time** (if permitted) \_\_\_\_\_ **Duration** \_\_\_\_\_

Completed and signed requests and all presentation documentation must be delivered to the Clerk by 12:00 noon on the Wednesday preceding the meeting of Council for which your delegation is scheduled.

Delegations may be tentatively booked by the Clerk however will be confirmed by the Mayor.

The delegation representative provides a signature on behalf of all spokespeople. The number of spokespeople will not be limited however all spokespeople will share the delegation duration. Additional or substitute spokespeople may be permitted upon approval by the Mayor; said approval must be sought and given prior to the beginning of the meeting when the delegation will be heard.

By signing this request form, the signatory hereby agrees on behalf of all spokespeople to the public display of all information provided and the public recording of any delegation proceedings.

Unless otherwise approved, all delegations must attend the meeting and be heard when Council reaches the title Delegations on the agenda. Failure to appear during that agenda item will result in the delegation not being heard.