

Delegation Request Form

Delegation Information:

_____ **General Interest Delegation** are for topics which are not on an upcoming agenda but are of a general interest of the Township of Wilmot. Registrations are accepted up to 12:00 noon on the Monday before the Regular Council Meeting. Not more than three (3) General Interest Delegations will be permitted at each Regular Council Meeting. General Interest Delegations will be scheduled in the order in which they were received by the Clerk's Office.

_____ **Specific Interest Delegation** are for topics on an upcoming agenda, such as staff reports, formal public meetings, notice of motions, and by-laws. Registrations to delegate in person are accepted up to the time the Meeting starts. To register to participate virtually please contact Legislative Services staff by 12:00 noon on the day of the meeting.

Desired Meeting Date: _____

Delegate Information:

Name (Association/Organization): _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

Written summary of the Delegation (please include a brief description of the topic, and purpose of the delegation including your position on the issue, this will only be used to determine the appropriateness of your request in relation to Section 6.4.6 of the Procedural By-law 2024-42):

I am submitting a visual presentation to accompany my delegation:

Yes: _____ No: _____

If yes, presentation material must be submitted to the Clerk’s Office no less than one (1) Business Day prior to the date of the Meeting.

Acknowledgement:

- I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the [Procedural By-Law](#).
- I (we) have read, understand, and agree to follow the guidelines;
 - I (we) have seven (7) minutes to address Council; and,
 - I (we) will not:
 - speak disrespectfully of or to any person;
 - use offensive words or unparliamentary language;
 - speak on a subject other than the subject which they have received approval to address Council;
 - disobey the Rules of Procedure or a decision of the Mayor or Council;
 - interrupt, speak-over, or continue to speak when advised by the Mayor not to, or otherwise disrupt the proceedings of the Meeting or the ability of Council or Staff to conduct business.
- I (we) understand and acknowledge that Council and Committee meetings, including delegations, at the Township of Wilmot are audio and video recorded and live streamed on the Township website and YouTube.

I (we) acknowledge the rules outline above for being a delegation.

Yes: _____ No: _____

Collection of Personal Information:

Any personal information that is collected is done in accordance with Sections 27, 28, 29 and 30 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to contact you concerning the information you provided regarding your delegation request. Questions about this collection should be directed to:

Municipal Clerk
 Township of Wilmot, Administrative Complex
 60 Snyder's Road West
 Baden, Ontario N3A 1A1
[519-634-8444](tel:519-634-8444)
clerks@wilmot.ca

For Internal Use Only:

Date Received: _____ Time Received: _____

Received by: _____