



Delegation Request Application Form

Members of the public may request to appear before Council or a Standing Committee to provide input on any resolution, by-law, report, or other Agenda item in accordance with Section 6 of the Procedural By-law. Requests must be received at least 120 hours (5 days) before the scheduled meeting.

Applicant Information

Name of Presenter / Spokesperson:

This is a group delegation and the person above is the designated spokesperson

Organization (if applicable):

Contact Information (phone/email):

Meeting Request Details

Requested Appearance: Council Meeting ☐

Committee Meeting ☐

If Committee, specify:

Meeting Date Requested:

Materials Provided: Written submission attached ☐ Presentation slides attached ☐

Handouts attached ☐

All requests must be received at least 120 hours (5 days) prior to the scheduled meeting.



Subject Matter & Presentation Details

1) Issue / Topic to be Addressed:

2) Relevant Background Information:

3) Proposed Solutions or Options for Council Consideration:

Presentation Format

Verbal Presentation ☐ Written Submission ☐ Both ☐

Acknowledgements & Conditions

I understand presentations are limited to 10 minutes unless extended by Council.

I understand questions of clarification are limited to 5 minutes unless extended.

I confirm the subject matter is under municipal jurisdiction and contains new information.



I acknowledge the Chair may curtail a delegation for disorder or breach of by-law.

Sign-off

Signature of Applicant:

Date:

For Office Use Only

Received By:

Date/Time:

Meeting Date & Time Confirmed:

Confirmed By:
