



The TOWNSHIP of
NORTH DUMFRIES

Delegation Request Form

Contact Information:

Date of Meeting: _____

Name of Delegate: _____

Address: _____

Phone: _____ Email: _____

Attending as an individual: Yes No

Representing a Group / Organization: _____
(name of group / organization)

Reason for Delegation Request (subject matter to be discussed):

Recommendation to Council

Please indicate the action that Township Council should consider with respect to your delegation:

Additional documentation and presentation materials:

- Is additional documentation/information attached for circulation to Council? *
 Yes No
- Will there be a PowerPoint presentation? *
 Yes No

*** Note:** Completed delegation forms and presentation materials must be received by the Clerk's Office no later than 4:30 p.m. on the Tuesday prior to the meeting. Any delegation forms received after that time will be scheduled on the next available Council agenda.

Please be advised, in accordance with the Township's Procedural By-law:

- Delegations are welcome at Council Meetings. All scheduled meetings are listed on the Township website, [Agendas and Minutes page](#).
- Delegations have a maximum of ten minutes to speak (not including questions from Council).
- If multiple delegates wish to address the same issue, one spokesperson should be selected to present the information.
- The items to which delegations may not speak include, but are not limited to, matters not within the jurisdiction of Council, pertaining to litigation, or requiring a public meeting under the *Planning Act*.
- Only three delegations are permitted per meeting.

Please return completed Delegation Request Forms to:
Township of North Dumfries, Clerk's Office
106 Earl Thompson Road, PO Box 1060
Ayr, Ontario
clerk@northdumfries.ca

Notice of Collection/Use/Disclosure: Please be advised that all information submitted is collected in accordance with the *Municipal Act, 2001*, and may be used in deliberations, and disclosed in full, including email, names, and addresses to persons requesting access to records of Council/Planning Meetings. All information submitted to the Township is subject to disclosure under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Any questions about this notice of collection should be directed to the Clerk's Office (519) 632-8800.