



*The TOWNSHIP of*  
**NORTH DUMFRIES**

2958 Greenfield Road  
PO Box 1060  
Ayr, ON N0B 1E0

## Delegation Request Form

Date of Meeting: \_\_\_\_\_

Name of Delegate: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attending as an individual:

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

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

Recommendation to Council (Please indicate what action you would like to see the Township take with respect to your presentation):

Additional documentation and presentation materials:

Is there any additional documentation/information attached to be circulated to Council? \_\_\_\_\_ \*\*

Will there be a PowerPoint presentation? \_\_\_\_\_ \*\*

**\*\* Note: All documentation/information and an electronic copy (pptx) of the PowerPoint presentation must be submitted to the Clerk no later than 4:30 p.m. on the Tuesday before the meeting for inclusion in the Council agenda.**

Please be advised, that in accordance with the Township's Procedural By-law, a by-law to provide rules for governing the order and procedures of the Council of the Township of North Dumfries:

- Delegations only occur during the Regular Council Meetings, which are scheduled on the fourth Monday of every month (except July, August & December where Regular Council will commence following Committee of the Whole, which is scheduled for the second Monday of the month).
- There is a strict time limit for delegations at meetings. Delegates will have ten minutes maximum to speak (not including questions from Council).
- Only three delegations are permitted per meeting.
- When addressing Council, the delegate shall:
  - Be respectful of any person;
  - Only speak on the subject for which they received approval to address Council;
  - Obey the Chair's decision and ruling;
  - Refrain from entering into cross debate with other delegates or presenters, Township staff, Members or the Chair.
- Completed delegation forms and any presentation materials must be received by the Clerk, no later than 4:30 p.m. on the Tuesday before the Meeting. Any delegation forms received after that time, will be scheduled on the next available Council agenda.

Please return completed Delegation Request Forms to:

Township Clerk  
Township of North Dumfries  
2958 Greenfield Road, PO Box 1060  
Ayr, Ontario  
[asage@northdumfries.ca](mailto:asage@northdumfries.ca)

Notice of Collection/Use/Disclosure: Please be advised that all information submitted is collected in accordance with the *Municipal Act, 2001*, s. 8 and 239 (1) 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.