



Town of Amherstburg Delegation Request Form

Your application will be reviewed and the Office of the Clerk will be in contact with you regarding your request. If you wish to simply attend the meeting, you can do so by watching our livestream or by attending Council Chambers at the scheduled meeting time.

General Guidelines

Members of the public must register by completing the Delegation Request Form in order to speak at a meeting.

- Delegation requests must be received by the Clerk, no later than the Thursday before the meeting.
- A delegation will not be registered to address the assembly unless this specific item is listed on an Agenda and the request is in keeping with all requirements of By-law 2023-085.
- Delegations are limited to 5 minutes.
- It is the responsibility of the public to indicate when an accommodation is required. The municipality will determine the best method to address this accommodation in consultation with the individual in advance of the meeting.

First Name	Last Name
Phone Number	Email Address
Street Address	City/Town
Province	Postal Code

Are you Representing a Group/Organization?

YES

NO

Please select either Council or the Committee you wish to delegate to

Council

Advisory Committee of Council Specify: _____

Please describe in detail the reason for your Delegation and what action you will be asking the Assembly to take:

Use a separate page if more space is required or attach additional documentation

Have you contacted Administration regarding this matter? Yes No

If yes, who? _____

Is this Item on an upcoming Agenda? Yes No

If yes, please identify the Name of the Agenda item?

Do you intend to make an electronic presentation of any materials during the meeting?
(If so, please note all materials must be submitted as part of this application.)

Yes No

For office use only:

Date request received: _____ Request Received by (initials): _____

Request relates to: _____

Staff Report: _____ Staff Name: _____

Personal information contained on this form is authorized for the uses noted in the Town of Amherstburg's Procedure By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or an Advisory Committee of Council. The Delegation Request Form and any materials provided may be published in its entirety with the public agenda which is also posted on the Town's website. The Procedure By-law is a requirement of Section 238(2) of the Municipal Act, 2001.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form or additional accessibility requirements may be directed to the Municipal Clerk, 271 Sandwich Street South, Amherstburg, ON N9V 2A5, 519.736.0012

