

# 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 an organization, group, or business? \***

Yes

No

**Please disclose the organization, group or business you are representing. \***

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

Council

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

The purpose of the delegation is to present the Amherstburg Mind/Body/Soul Event to Council, describing its inception, mission, goals, and tentative plans. After hearing more about our ideas, we hope the Town Council will recognize the benefits of this event to our community and tourism at large, and waive any rental fees for using the Libro Centre, where the event will be held.

Have you contacted Administration regarding this matter? \*

Yes

No

Is this item on an upcoming Agenda? \*

Yes

No

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

Upload any documents or presentation material you will use to support your Delegation - 4 Attachments Max (10MB Each):

File Name



AMBAS Presentation to Council.pdf

407.0 KB

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.

**Any documents and supporting material must be uploaded to this request and will be subject to review and approval by the Clerk. Upon approval, the material you provided will be circulated to Council and Administration, and will be made public without redaction. You will not be permitted to share documents and/or any supporting materials unless it has been approved by the Clerk.**

Thank You

Submission Successful