

# 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 \***

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

Not to move forward with the intent to designate.

**Have you contacted Administration regarding this matter? \***

- Yes  
 No

**Who from Town Administration have you contacted? \***

Valerie Critchley and Melissa Osbourn

**Is this item on an upcoming Agenda? \***

- Yes  
 No

**Please identify the Name of the Agenda item \***

Notice of Intent to Designate - 130 Sandwich  
Street South

**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):**

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.

Thank You

Submission Successful