



Municipality of Port Hope Delegation Request Form

RETURN COMPLETED DELEGATION REQUEST FORM TO:

Brian Gilmer, Municipal Clerk
Municipality of Port Hope
56 Queen Street
Port Hope, ON L1A 3Z9

(905) 885.4544
(905) 885.7698 (Fax)
clerk@porthope.ca

Delegation requirements are provided for by the Municipal Procedural By-law and completion of this form facilitates administration of delegation requests received under the Procedural By-law.

I WISH TO APPEAR BEFORE COMMITTEE OF THE WHOLE:

DATE OF MEETING: _____

(Note: Municipality of Port Hope Procedural Bylaw does not provide for receiving delegations at Regular Council Meetings).

NAME OF DELEGATE(S): _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Representing a Group/Organization/Business **As an individual**

(Name of Group/Organization/Business)

REASON(S) FOR DELEGATION REQUEST (subject matter to be discussed):
Copy of Full presentation material and any power point to be submitted with this application form.

ADDITIONAL DOCUMENTATION AND PRESENTATION

MATERIALS: Additional documentation attached? Yes No

Additional documentation to be provided at meeting? Yes No

NOTE: Please provide the Clerk with 20 copies of all additional documentation to be distributed at the meeting.

Will a PowerPoint presentation be made? Yes No

NOTE: An electronic copy of the PowerPoint presentation is required to be submitted to the Clerk no later than 4:30 on the Wednesday before the meeting.

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 under Section 4.13 of the Municipality of Port Hope Procedural By-law 134/2007 as amended, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Municipality of Port Hope Committee of the Whole. The Delegation presentation submission may be published in its entirety with the public agenda and will be a public record which is also posted on the Municipal website. The Municipality will also make your communication and any personal information in it (including petitions) that may include names and postal address, available to the public. The Procedural 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 may be directed to the Clerk's Department, 56 Queen Street, Port Hope, ON L1A 3Z9.

ADMINISTRATIVE RULES REGARDING DELEGATIONS

- Delegations are only permitted before Committee of the Whole provided that the Delegate has submitted the pre-requisite full copy of presentation material and has received approval of their submission.
- In order to be included as a delegation on the public agenda, Delegates must submit to the Municipal Clerk, a written request to appear **no later than 4:30 p.m. on the Wednesday before the scheduled day of the meeting**, including a written full copy of their presentation and comments to be made at the meeting. Delegation requests received after this time will not be listed on the public agenda.
- Delegation presentation material and comments are subject to approval before any delegation is confirmed. Delegations will receive confirmation of their delegation status upon approval by email address you have provided on the delegation request form.
- Delegation are permitted 10 minutes for their presentation, not inclusive of questions from the Committee.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the Municipal Clerk as part of their delegation submission **no later than 4:30 p.m. on the Wednesday before the meeting**. A copy will be distributed to Members of Council sitting as Committee of the Whole as part of the delegation submission.

I acknowledge, understand and accept the above as conditions of my application for delegation status.

Signature of Applicant

Name of Applicant (Please Print)

Date