



## Municipality of Port Hope Delegation Request Form

**Return completed Delegation Request form to:**

B. Gilmer, Municipal Clerk  
56 Queen Street, Port Hope ON L1A 3Z9  
Fax: 905.885.7698  
Email: [clerk@porthope.ca](mailto:clerk@porthope.ca)

**Note: The submission of a written request to be a Delegation does not guarantee the request will be approved. The Clerk's Office reserves the right to schedule or deny a request for a Delegation.**

**Your delegation request must be received by 4:30 p.m. on the Wednesday prior to the meeting, outlining the subject matter of the delegation and providing a copy of the written presentation material along with an electronic version of any Microsoft Powerpoint presentation purposed to be used.**

**NOTE: Ten (10) minutes will be set aside for your presentation.**

Name of Person/Group:	
Submitted By (Name):	
Address for Contact Purposes:	
Email:	
Phone:	
Meeting Date Requested: _____ (Procedural By-law does not provide for receiving delegations at Regular Council)	
Reasons for Delegation Request (subject matter):  	
Additional documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional documentation to be provided at meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide the Clerk with 20 copies of all additional documentation to be distributed at the meeting).	
Will a powerpoint presentation be made? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Note: An electronic copy of the powerpoint presentation is required to be submitted to the Clerk no later than 4:30 p.m. on the Wednesday before the meeting.</i>	

Personal Information contained on this form is authorized under Section 12.1 of the Municipality of Port Hope Procedural By-law 49/2015, 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 3V9.

## 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

### For Office Use Only:

Delegation request: Approved  Denied  \_\_\_\_\_ (Clerk initials)

Delegation rescheduled to: \_\_\_\_\_

Mayor to approve if request is:

- to a Council meeting \_\_\_\_\_

- to exceed the allotted 10 mins for a presentation \_\_\_\_\_  
amount of Time Authorized: \_\_\_\_\_ mins.

- if request exceeds the 5 permitted delegations \_\_\_\_\_