

Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Kingsville by all persons wishing to address Council at a scheduled meeting of Council. Please refer to the Delegation Information Sheet for additional information about appearing before Council.

Please note that personal information collected in this form may be included in the Council Agenda package and/or the Council Meeting Minutes, both of which are part of the public record and posted on the Municipal website.

Please read the following carefully before proceeding to submit a request.

Applications to appear as a delegation before the Town of Kingsville Council are to be received no later than 11:00 a.m. the day of the scheduled Council or Committee Meeting in which you would like to appear. Your application will be reviewed and you will be notified by the Clerk if your request to appear as a delegation has been approved. Alternatively, if you do not wish to appear as a delegation but would like your comments to be considered by Council, you may make a written submission using this form.

Notes: If you wish to simply attend the meeting, you can do so by accessing our live stream at <https://calendar.kingsville.ca/council>

General Guidelines

- Members of the Public must register by completing the Delegation Request Form in order to provide verbal comments to Council or a Committee.
- Delegation requests and written submissions must be received by 11:00 a.m. the day of a scheduled Council or Committee Meeting.
- A delegation will not be registered to address members of Kingsville Council at a Council meeting unless this specific item is listed on the Agenda. Delegations related to items not listed on the Agenda must be received 14 days in advance of a future Council Meeting.
- Delegations are limited to 10 minutes.
- Both verbal and written comments will be given equal consideration.
- It is the responsibility of the public to indicate when an accommodation is required. The Clerk will determine the best method to address this accommodation in consultation with the individual in advance of the meeting.

First Name *

Last Name *

Address *

City *

Phone number *

Email address *

Are you representing a group? *

Yes

No

What is the name of your group? *

Who do you wish to speak to? *

Date of Meeting *

 

Is this item on the Agenda? *

Yes

No

Agenda Item Number and/or Topic *

Have you appeared before Council on this issue before?

Yes

No

Have you been in contact with staff on this issue before?

Yes

No

Presentation Materials

Any speaking notes, supporting documentation, presentation materials, and/or audio visual aids must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public and shall be compliant with AODA legislation.

Will you have presentation materials and/or any audio-visual aids? *

Yes

No

Privacy Statement

This meeting will be broadcast live via eScribe and Delegates participating virtually will form part of the recording. Be advised that all Council and Committee meeting presentations become part of the public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. Agendas and Minutes are published online, so the listing of your name in connection with the Agenda or Minutes may be indexed by search engines like Google. Further, personal information contained in your correspondence, to Town of Kingsville Council, is collected under the authority of the *Municipal Act, 2001*, as amended. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable Town of Kingsville Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legislative Services Department.

I have read and understand the above Privacy Statement. *

Yes

No

Thank you for your submission. You will be contacted by the Legislative Services Department about your delegation request.