



Delegation Request Form

Name/Organization Name: _____

Address: _____

Phone: _____ Email: _____

What is the nature of your delegation:

The Council Chambers is equipped with a computer and projector. Please indicate the A/V needs:

Computer Projector Speaker/Microphone I will be joining virtually

Please indicate the date of the Council Meeting that you wish to attend as a delegation:

Evening: 1st Wednesday of the month at 6:00 p.m. (generally)

Daytime: 3rd Wednesday of the month at 9:00 a.m. (generally)

I am requesting the following date: _____

Please indicate the desired action of Council that you are seeking on this issue:

I have never spoken on this issue before. Key points of my presentation include:

(Please attach a full presentation to be included in the agenda package)

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic will not be permitted unless there is significant new information to be brought forward, subject to the approval by the Mayor and Clerk. Specific new information must be attached to this form.

I have spoken on this issue before. Specific new information I wish to submit is as follows:

(Please attach a full presentation)

In accordance with the Procedure By-Law 80-2022, Requests must be received by the Clerk or designate in writing no later than 4:30 p.m. the Wednesday preceding the meeting and such request shall state the nature of the business and the names of the persons in the delegation/Presentation. A copy of the presentation must be provided for inclusion in the package.

The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.

Delegations/Presentations at the Council Meeting shall be limited to fifteen (15) minutes. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate. A maximum of three presentations per meeting will be scheduled by the Clerk or designate. I have read and understand the information contained in this form, including attachments, will become public documents and be listed on the Council Meeting Agenda.

Requests and presentations can be emailed to info@amaranth.ca in accordance with the deadlines outlined above.

Signature: _____ Date: _____