

# Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Delegates are responsible for indicating when an accommodation is required. The Clerk will determine the best method to address the accommodation in consultation with the individual in advance of the meeting.

**First Name \***

**Last Name \***

**Date of meeting you wish to attend \***

 

**Will you be attending in-person or virtually? \***

In-Person

Virtually

**Are you representing a group? \***

Yes

No

**Name of Group**

**Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. \***

I have no presentation and will only speak if called upon.

**Is this item on the agenda? \***

- Yes
- No
- I don't know

**Have you consulted with Administration on this issue? \***

- Yes
- No

**Have you consulted with a Member of Council on this issue? \***

- Yes
- No

**If you've consulted with Administration or Council, please provide the names of the individuals you've talked to and the details of those discussions.**

**If this is a property matter, are you an owner?**

- Yes
- No
- Not applicable

Have you appeared before Council in the past regarding this issue? \*

- Yes
- No

## Presentation Materials

\*Presentation materials will not be considered for presentation at the meeting unless they are attached to this form.

Will you have presentation materials? Any materials must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public. \*

- Yes
- No

Your Address or Group Contact Address (full mailing address including postal code) \*

3200 Deziel Dr Suite 608, Windsor, ON N8W 5K8

Your Phone Numbers

Home

Use format 519-776-  
7336

Work

Use format 519-776-  
7336

Cell

Use format 519-776-  
7336

Email Address \*Required if joining virtually.

[REDACTED]

**Name and address of all representatives attending, including their positions \***

n/a

**Privacy Statement**

This meeting will be broadcast live via YouTube and Delegates will be included in 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 Essex 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 Essex Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legal and Legislative Services Department.

**I have read and understand the above Privacy Statement. \***

- Yes
- No

# Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

**Joseph Malandrucolo**

Director, Legal and Legislative Services/Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132