



**MUNICIPALITY OF NORTH PERTH
COUNCIL DELEGATION REQUEST**

A “delegation” means a person or group of people who address Council or a Committee for the purpose of making a presentation. See the Municipality of North Perth Procedure By-law for details.

Please ensure this form is completed, with an attachment outlining your request for a Council delegation. This Request Form must be received by the Clerk no later than 4:30 on the Wednesday preceding the Council meeting. The Request must be delivered by email, fax or in person.

A schedule of the Council meetings is located on the Municipal website at www.northperth.ca

Fax: 519-291-1804 Email: pberfelz@northperth.ca.ca

Address: 330 Wallace Ave. N., Listowel, ON N4W 1L3

DATE OF MEETING: _____

NAME OF PERSON(S) MAKING PRESENTATION (and title/position, if applicable) _____

GROUP/ORGANIZATION DELEGATION REPRESENTS: _____

FULL MAILING ADDRESS OF DELEGATION(S): _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

GENERAL NATURE OF DELEGATION: _____

PLEASE INDICATE THE ACTION/DECISION BEING REQUESTED OF COUNCIL:

Delegations are limited to ten (10) minutes to address Council. Groups are encouraged to appoint one or two spokespersons to address Council on behalf of the group.

If the delegation would like printed information provided to Council in advance of the meeting it must be delivered to the Clerk by Noon on the Thursday prior to the meeting. This information will be placed on the North Perth Council Agenda and is posted on the corporate website and available to the public. Large submissions will be reviewed by the Clerk and included (or not) at his/her discretion. Delegation may be requested to provide multiple copies of a large document.

For further information on the procedure for appearing before Council as a delegation, please contact Clerk, at 519-292-2062 or pberfelz@northperth.ca

Information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.

Delegation Applicant Signature

Date

Clerk or designate

Date Received

OFFICE USE:

Confirmed with Requestor on _____ (date) by _____ (phone/email).