



REQUEST FOR DELEGATION

With

ALNWICK/HALDIMAND TOWNSHIP COUNCIL

Attention: Robin van de Moosdyk, CMO, Clerk
Township of Alnwick/Haldimand
10836 County Rd. #2, P.O. Box 70
Grafton ON K0K 2G0
Email: rvandemoosdyk@alnwickhaldimand.ca
Phone: 905-349-2822 ext. 32
Fax: 905-349-3259

Request Date: _____
YY/MM/DD

Name of Individual(s) _____

Position/Title _____

Name of Organization _____

Phone Number _____ Extension _____ Fax _____

Reason(s) for delegation request (subject matter to be discussed – subject to **Section 24.18** of By-Law No. 75-2012)

I am submitting a formal presentation to accompany my delegation: Yes No

***Note:** Delegates are requested to provide 10 copies of all background material/presentations to the Clerk the Thursday prior to the meeting date so that it can be included with the agenda package.

In accordance with Procedural By-Law #75-2012, as amended:

- **Delegates appearing before Council or Committee are requested to limit their remarks to 5 minutes, unless other arranged or approved by Council.**

Once the above information is received by the Clerk, you will be contacted by staff to confirm your placement on the appropriate agenda. Thank You.

Notice With Respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act). Personal Information contained on this form is authorized under **Section 27.4 and 27.6** of the Township of Alnwick/Haldimand Procedural **By-Law 75-2012**, as amended, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or a Committee of Council. The Delegation Request Form will be published in its entirety with the public agenda. The Procedural By-law is a requirement of Section 238(2) of the Municipal Act 2001, as amended.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority.

Signature of Delegate

Witness (Municipal Staff Member)

Date: _____

(DD / MM / YYYY)