

## APPENDIX B

### **Request to speak to Council (How to request a delegation)**

Local government is open and inclusive to the community. Would you like to share your thoughts, ideas, and views with your Council?

**All Delegations are required to provide a written submission prior to the agenda deadline.** All written or electronic submissions and background information for consideration by Council must be submitted to the CAO/Clerk Treasurer by 12:00 noon on the Thursday preceding the meeting. Electronic submissions should be submitted in Microsoft Power Point, Microsoft word or PDF format. As per the Procedural By-Law, there is a maximum of three (3) delegations allowed per meeting and delegates are given ten (10) minutes to make their presentation.

Please complete the following form if you would like to request to speak/present at an upcoming Council meeting. Once approved, you will be contacted by the CAO/Clerk Treasurer and provided with further information on what to expect when speaking to Council.

**Please state what agenda item you would like to speak about:**

**If you would like to speak to Council about another topic not associated with an agenda item, please state topic here (if applicable).**

**Will you be providing an electronic formatted presentation?**

Yes

No

**What are you requesting from Council?**

Describe below the subject matter of the requested delegation in sufficient detail to provide Council a means to determine its content and define how the matter aligns with Council's mandate/strategic priorities.  
(Use a separate sheet of paper if not enough space allowed here)

**Have you already been in contact with Municipal Administration regarding the subject matter of your delegation request?**

**Please circle:**                YES                                or                                NO

**Date of meeting you wish to attend \_\_\_\_\_,**  
**20\_\_\_\_\_.**

**About You**

Please note that your name and organization's information will become part of the public record for the meeting you wish to speak at.

Please indicate how you would prefer to be addressed at the Council meeting:

For example, Mr. Smith, Ms. Smith, Debutant Smith

**Please choose:**

Mr.	Ms.	Dr.	Debutant
-----	-----	-----	----------

**First Name:**

**Last Name:**

--	--

**Email:**

**Phone:**

--	--

**Organization you represent: (optional):**

--

**Please note the names of the presenters that will be attending with you:**


**Signature of Presenter:**

\_\_\_\_\_

Scheduling will be at the discretion of the CAO/Clerk Treasurer and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the CAO/Clerk Treasurer.

Any collection of personal information is made under the authority of the Municipal Act, 2001. Personal information is collected in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

**CAO/Clerk Treasurer Contact:**

Cindy Nielson  
CAO/Clerk Treasurer  
Township of Chapple  
[www.chapple.on.ca](http://www.chapple.on.ca)  
phone: 807-487-2354 x 3  
fax: 807-487-2406  
email: [cao@chapple.on.ca](mailto:cao@chapple.on.ca)