



County of Renfrew
Attention: Clerk's Office
9 International Drive
Pembroke, ON K8A 6W5
Tel: (613) 735-3675

Delegation Request

Any person or agent representing a group desiring to address Council shall notify the Clerk in writing of such intention ten days prior to the date of the meeting, shall specify the nature of the business to be discussed, and name the delegate(s) who will address Committee or Council. The approval of delegations shall be the responsibility of the Presiding Officer in consultation with the Chief Administrative Officer. Any delegation that intends to distribute any reports or supporting documentation shall provide same to the Clerk in order that the material can be circulated with the agenda. The Clerk shall advise of the approximate time the delegation will be heard.

Date Submitted:

Preferred Meeting Date:

Delegations are encouraged to address their concerns to either the Committee which is responsible for a particular issue or to County Council. Please see the County of Renfrew's events calendar for meeting dates.

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name of Delegates:

List the speakers (2 max.) that will be attending and their position/titles (if applicable).

Name of Organization (if applicable):

Reason(s) for Delegation Request:

Please include title of delegation and any key points.

Recommendation to Committee or Council (if applicable):

Action/Decision being requested of Council.

Presentation Materials (to be provided ten business days prior to the scheduled Committee or Council meeting):

Check all that apply.

PowerPoint File
Picture File

Adobe or Word File
Petition

None

Notice: Any information provided including petitions (ex. Names, addresses, etc.) will appear as part of the Council agenda, be posted on the County website and become part of the public record. Do not include any information on your petition that you do not want made public.

Delegations shall be limited to fifteen (15) minutes of presentation time with an additional fifteen (15) minutes for questions and answers unless and until the Presiding Officer with consensus by Council has extended such time allotment.

Delegations to Committees and County Council shall be permitted to participate via electronic means at the discretion of the Presiding Officer and Clerk.

Disclaimer: Please note that submission of this form does not guarantee the approval of your request for a presentation. The Delegation Request Form and any presentation material or supporting documentation are to be received **no later than 12:00 noon ten business days prior to the Committee or Council meeting.**

The personal information collected **on this form** is protected under the Municipal Freedom and Protection Privacy Act (MFIPPA) and the Personal Information and Electronic Documents Act (PIPEDA). The information will only be used by County staff in the preparation of agendas and will not be disclosed for any other purpose. You will be notified of the time and date of your presentation by the responsible department.

Please direct inquiries to clerk.