



TOWNSHIP OF EAST GARAFRAXA  
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2  
EAST GARAFRAXA • ON • L9W 7J8  
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812  
[www.eastgarafraxa.ca](http://www.eastgarafraxa.ca)

---

## Township of East Garafraxa Council Meeting Delegation/Presentation Request Form

A person or group wishing to make a Delegation/Presentation to Council shall submit a request to the Clerk or designate in-person, by mail, or by email to [clerks@eastgarafraxa.ca](mailto:clerks@eastgarafraxa.ca).

### 1. Contact Information

Name of Delegate(s):	
Group/Organization (if applicable):	
Mailing Address:	
Phone Number:	Email Address:

### 2. Meeting Selection

Council or Committee:
<input type="checkbox"/> Council <b>OR</b> <input type="checkbox"/> Committee
Meeting (Date) You Wish to Attend:

### 3. Delegation Request

Subject:
General Nature/Purpose of the Delegation: (Clearly state the nature of the business to be discussed and provide a general summary of the information to be presented)

Have you appeared before the Council or Committee in the past to discuss this matter?

Yes  No



TOWNSHIP OF EAST GARAFRAXA  
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2  
EAST GARAFRAXA • ON • L9W 7J8  
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812  
[www.eastgarafraxa.ca](http://www.eastgarafraxa.ca)

---

#### 4. Presentation Material

Please indicated below whether you will be providing an oral or written presentation:

Oral     Written

Delegates are required to provide one (1) copy of all background material/presentations, in paper or electronic format, prior to the deadline noted in the Delegation Guidelines in order for the document(s) to be included in the applicable agenda package.

I have read and understand the Delegation Guidelines attached to this form (page 3) and acknowledge that information contained on this Form, including any attachments, will become public documents and will be included in the applicable agenda package.

\_\_\_\_\_

Print Full Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Personal information, as identified in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), is collected under the authority of the *Municipal Act, 2001*, and in accordance with MFIPPA. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the Township website in an electronic format, by way of publication of an agenda, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions regarding the collection, use and disclosure of personal information can be directed to the Clerk.



## Delegation Guidelines

A delegation is an opportunity to appear before Council to present information. The purpose of the delegation process is to allow residents to make their views known to Council.

Pursuant to Procedural By-Law 34-2023, the following apply:

1. A person or group wishing to make a Delegation/Presentation to Council shall submit a request to the Clerk or designate in writing no later than 7 days prior to the meeting and such request shall state the nature of the business and the names of the persons in the delegation/presentation. A copy of the presentation must be provided for inclusion in the package.
2. The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.
3. Delegations/Presentations at the Council Meeting shall be limited to ten (10) minutes regardless of the number of representatives. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate.
4. Township Delegations/Presentations including staff, Consultants and/or Municipal business shall be limited to 20 minutes or as appropriate.
5. A maximum of three delegations and/or presentations per meeting will be scheduled by the Clerk or designate.
6. A person who is unable to attend a Council meeting may arrange for another person to appear as a deputation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the Council agenda.
7. Members may ask questions of clarification.
8. Where deputations have appeared on an item on the Council agenda, the item shall be brought forward for consideration immediately after the deputations have been heard.
9. Presenters may only present once every 12 months on the same topic.