



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2018-117 S.10

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the Deputy Clerk. Council Agendas are finalized the Wednesday prior to the meetings. The CAO/Clerk reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME : _____ LAST NAME: _____

TITLE/ORGANIZATION (if applicable) _____

SPOKESPERSON(S): _____

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____ E-MAIL: _____

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:

If you are seeking a specific action or decision please explain:

Is this a time sensitive issue yes no

Do you have supporting documentation yes no

If yes: Please ensure documentation is attached or has been forwarded to dclerk@madawaskavalley.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Clerk or Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Do you require access to audio/visual equipment yes no

Signature: _____ Date: _____



Come for a Visit, Stay for a Lifetime

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Delegation Procedures

- **Council in Committee meetings are held the 1st Tuesday** of each month. The sessions begin at 10:00a.m. and the agenda items must be submitted the previous Wednesday with Friday circulation. Delegations are among the first items on the agenda, therefore delegations should arrive for the beginning of the meeting unless advised differently.
- **Regular Council meetings are held the 3rd Tuesday** of each month and begin at 4 pm in the Council Chambers. Delegations are among the first items on the agenda, so arrive at the beginning of the meeting unless advised differently. Please note on the Delegation Request Form if you will need to use audio/visual equipment.
- Your meeting date and presentation time will be confirmed by the Deputy Clerk prior to the preparation of the agenda.
- Delegations are called forward to speak to Council, and are asked to state their name at the start of their presentation. All meetings are recorded and documentation form part of the public meeting agenda.
- After the presentation, the Mayor and/or Councillors may ask questions.
- Once you have finished your presentation, you may resume your seat or leave in a quiet, orderly manner that does not interrupt the proceedings.

Contact Information

Tel 613-756-2747 ext. 212 Deputy Clerk

Fax 613-756-0553

Email dclerk@madawaskavalley.ca

Location and Mailing Address

Madawaska Valley Township

PO Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Business Hours: 8:00 am to 4:00 pm, Monday to Friday (excluding statutory holidays)