



## TOWNSHIP OF MELANCTHON - DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Wednesday of the week **prior to the requested meeting.**

REQUEST DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Purpose of Delegation Request (state position taken on issue, if applicable).**

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**DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK AND MUST BE IN PERSON UNLESS AN EXCEPTION HAS BEEN GRANTED (REFER TO PAGE 2).**

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council Agenda. The Agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-5525.

TOWNSHIP OF MELANCTHON  
157101 HIGHWAY 10  
MELANCTHON, ONTARIO, L9V 2E6  
519-925-5525

### ***In-Person Requirement***

All Delegations must appear in person before Council. Virtual Delegations shall not be permitted unless an exception is granted in accordance with the provisions below.

### ***Exceptions***

Exceptions to the in-person requirement may be granted in the following cases:

1. **Clerk's Discretion** – Where inclement weather, or other unforeseen circumstances make in-person attendance unsafe or impractical;
2. **Information Update to Council** – If the Delegation is solely for the purpose of providing an informational update to Council and does not include a request for action or decision by Council.
3. **Planning Consultants** – Planning Consultants or Agents attending Statutory Public Meetings related to planning applications, where virtual attendance may be appropriate due to travel distance or timing of the meeting.
4. **Council Invitation** – Where Council has specifically invited a Delegation and authorized virtual attendance.
5. **Council Approval** – Where Council, by resolution, approves a request for a virtual Delegation.

In the event that a virtual Delegation is disrupted due to internet connectivity issues on multiple occurrences during the Delegation, the Delegation shall be terminated and rescheduled as an in-person meeting at a later date.