



Submit

The Corporation of the Town of Orangeville
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CouncilAgenda@orangeville.ca

Request for Delegation to Council

Members of the public who wish to make presentations to Council on their own behalf or on behalf of companies or organizations are to be submitted in writing using the prescribed form and should include background information, including handouts, etc. Requests must be submitted to the Clerk, Ms. S. Greatrix, at the above noted address/email, at least 14 days before the meeting at which you want to appear. Delegations are allowed five minutes.

Please - Print

Council Date:
Subject:

Name:
Address:

Phone# Home: Business:
Fax:
Email:

The Clerk's Department will contact you during the week prior to the meeting to confirm your attendance.

Name of Group or Person(s) being represented (if applicable):

Details of purpose of delegation: (Additional information attach separately)

Presentation Requirements: Easel Infocus Projector Mic
(Please circle)

Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk (519) 941-0440 Ext. 2242.

## **Your Presentation**

Your presentation and any discussion will form part of a meeting open to the public. Please note that your name and address will form part of the public record, and will be included on the agenda and in the minutes of the meeting. Your request to appear as a delegation and correspondence will be circulated in its entirety as part of the agenda package and will be posted on the Town website.

### **Tips on Making Effective Presentations to Council**

Provide as much information as possible to the Clerk's Department prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions.

When addressing Council or answering a question, regardless of where the question came from, you should always address your comments to the Mayor or Chair. The Mayor is addressed as Mayor (last name), Mr. Mayor or Your Worship and the Chair of Council-in-Committee can be addressed as Chair.

When addressing Council or answering a question, always use the microphone. If you must move from your position to use a microphone, please move to the microphone before you begin speaking.

Any questions or concerns regarding presentations to Council can be directed to [CouncilAgenda@orangeville.ca](mailto:CouncilAgenda@orangeville.ca)

### **Caution to Delegations**

Orangeville Town Council welcomes and encourages members of the public to comment on matters of interest to them. We encourage delegations to address their remarks to the issue at hand and refrain from commenting on individuals or organizations. Delegates are cautioned that derogatory or inappropriate remarks may constitute slander and could potentially lead to legal action against them. If such comments are made, the delegate will not be permitted to continue speaking and the comments will not be recorded in the minutes of the meeting.