



SCHEDULE B  
TO THE HURON EAST PROCEDURAL BY-LAW 43-2015

**MUNICIPALITY OF HURON EAST  
COUNCIL DELEGATION REQUEST**

A "delegation" means a person or group of people who address Council or a Committee for the purpose of making a presentation. See Section 17 of the Municipality of Huron East Procedure By-law for details.

Please ensure this form is completed, with an attachment outlining your request for a Council delegation. This Request Form must be received by the Clerk no later than 4:30 on the Wednesday preceding the Council meeting. The Request must be delivered by email, fax or in person.

A schedule of the Council meetings is located on the Municipal website at [www.huroneast.com](http://www.huroneast.com)

Phone: 519-527-0160 Toll Free: 1-888-868-7513

Fax: 519-527-2561 Email: [bknight@huroneast.com](mailto:bknight@huroneast.com)

Address: 72 Main Street, P.O. Box 610, Seaford, ON N0K 1W0

DATE OF MEETING: \_\_\_\_\_

NAME OF PERSON(S) MAKING PRESENTATION (and title/position, if applicable) \_\_\_\_\_

GROUP/ORGANIZATION DELEGATION REPRESENTS: \_\_\_\_\_

FULL MAILING ADDRESS OF DELEGATION(S): \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL : \_\_\_\_\_

GENERAL NATURE OF DELEGATION: \_\_\_\_\_

ADDITIONAL DOCUMENTATION & PRESENTATION MATERIALS (PLEASE ATTACH/DESCRIBE): \_\_\_\_\_

PLEASE INDICATE THE ACTION/DECISION BEING REQUESTED OF COUNCIL:

Delegations are limited to fifteen (15) minutes to address Council (including questions from Council). Groups are encouraged to appoint one or two spokespersons to address Council on behalf of the group. Where a Delegation consists of more than five persons, it shall be limited to two speakers, each limited to speaking not more than ten (10) minutes.

If the delegation would like printed information provided to Council in advance of the meeting it must be delivered to the Clerk by Noon on the Thursday prior to the meeting. This information will be placed on the Huron East Council Agenda and is posted on the corporate website and available to the public. Large submissions will be reviewed by the Clerk and included (or not) at his/her discretion. Delegation may be requested to provide multiple copies of a large document. For further information on the procedure for appearing before Council as a delegation, please contact Clerk, at 519-527-0160 or [bknight@huroneast.com](mailto:bknight@huroneast.com).

**Information submitted will be considered to be public information and therefore subject to full disclosure, under the *Municipal Freedom of Information and Protection of Privacy Act*.**

\_\_\_\_\_  
Delegation Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or designate

\_\_\_\_\_  
Date Received

**OFFICE USE:**

Confirmed with Requestor on \_\_\_\_\_ (date) by \_\_\_\_\_ (phone/email)