



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[requests@kingsville.ca](mailto:requests@kingsville.ca)

## **DELEGATION INFORMATION SHEET**

You are receiving this document because you have either asked for information about appearing before Council as a delegation; or you have already been scheduled to appear. If you have been scheduled to appear, you will be contacted by the Clerk's Department and advised of the date and time of the Council meeting.

### **Request to Appear as a Delegation**

Any person, group, corporation or organization who wishes to appear before Council as a delegation must contact the Clerk's Office and complete a Delegation Request form. The form is available on the Town's website and at the Municipal Office, 2021 Division Road North, Kingsville. The request shall include the details of the matter to be presented and any material to be distributed to Council.

*Please note that personal information collected on the Delegation Request Form may be included in the Council or Committee Agenda package and/or Council or Committee Meeting Minutes, both of which are part of public record and posted on the Municipal Website.*

### **Timelines for Registering as a Delegate**

For an item on the agenda:	Registration with the Clerk by 11 am on the day of the Meeting.
For an item <u>not</u> listed on the agenda:	Registration with the Clerk 14 days prior to the Meeting and provide in writing that which they intend to say to Council. The CAO shall determine if an administrative written or verbal report will follow the submission.

### **Appearing as a Delegation**

The time limits allotted to delegations shall be strictly enforced. The Clerk shall set a timer at the beginning of the delegation's presentation. The Clerk shall provide Council and the speaker with a 1-minute wrap-up warning.

#### **Time limits:**

Items <u>not</u> on the agenda:	up to five (5) minutes
Items on the agenda:	up to ten (10) minutes
Matters subject to notice:	up to ten (10) minutes
Presentations:	up to twenty (20) minutes

Where there are numerous delegations taking the same position on a matter, delegates are encouraged to select a spokesperson to speak on behalf of the group.

Any person(s) addressing Council:

- Shall not speak on any subject other than the subject for which they have received approval to address Council
- Shall not speak in an offensive manner, use improper or insulting expressions

For further information, please see Procedure By-law 68-2024 which is available on the Town's website at [www.kingsville.ca/bylaws](http://www.kingsville.ca/bylaws).

If you have questions about appearing before Council as a delegation or about the material that you wish to have provided to Council, please contact Angela Toole, Acting Clerk, at 519-733-2305 ext. 223 or [atoole@kingsville.ca](mailto:atoole@kingsville.ca).