



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029

www.lasalle.ca

Delegation Request Form

Please complete this form to speak at a meeting of Town Council or Committee.
Delegations are limited to five minutes.

This form and/or any written submissions **must be received by 12:00 p.m. the Friday** before a scheduled Council/Committee Meeting. Anything provided beyond this deadline will not be submitted for Council's consideration or form part of the agenda.

Please email to abala@lasalle.ca, fax to (519) 969-4469, drop off or mail to the Department of Council Services, Town of LaSalle, 5950 Malden Road, LaSalle, Ontario N9H 1S4.

Name: _____

Organization/Group/Business represented: _____

Address: _____

Postal Code: _____

Daytime Phone Number: _____ Home Phone Number: _____

Email Address: _____

Date of Meeting: _____

Is this an item on the Agenda? Yes ___ No ___

Agenda item Number or Topic (if applicable): _____

I wish to address Council/Committee: Yes ___ No ___

Describe in detail the reason for the delegation and what action you will be asking Council/Committee to take (attach separate sheet if necessary):

Please note that your name may become part of a public record in an electronic and paper format i.e. council agenda, to enable Council to make its decision on the matter.

___ I Agree ___ I Disagree



Delegation Guidelines

- This form or any written submissions must be received by 12:00 p.m. the Friday before a scheduled Council/Committee Meeting
- Delegations related to items not on the agenda may be scheduled at a future Council Meeting date;
- Delegations are limited to 5 minutes.

Remote Participation Details

This meeting will be hosted virtually using a video conference technology called Zoom. Delegates may join the meeting via Zoom software on a computer or mobile device or by calling a toll-free telephone number. Members of the Public who wish to address Council may provide either a written submission or participate verbally (or both) for a virtual meeting.

Written submissions: Written submissions are encouraged. Members of the Public may submit written comments by email, fax or drop off at the Town of LaSalle Municipal Office. All written submissions will form part of the agenda.

Verbal Participation: Members of the Public must register by completing the Delegation Form to provide verbal comment during the virtual meeting via Zoom. Registration is required in order to receive Zoom meeting information.

Accommodation: It is the responsibility of the member of the public to indicate when an accommodation is required. The Clerk will determine the best method to address this accommodation in consultation with the individual in advance of the meeting.

Both written and verbal comments are given equal consideration

This meeting will be broadcast live via YouTube and Delegates participating virtually will form part of the recording. Be advised that all Council and Committee meeting presentations become part of public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. We publish our Agendas and Minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on the form will be used for the purposes of sending correspondence relating to matters before Council.

Any questions should be directed to the Department of Council Services, Town of LaSalle, 5950 Malden Road, LaSalle, Ontario N9H 1S4.

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EA to Director of Council Services/Clerk
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