



LaSalle Police Services Board

5950 Malden Road, LaSalle, ON N9H 1S4
P: 519-969-7770 Fax: 519-969-4469

Delegation Request Form

Please complete this form to speak at a LaSalle Police Services Board meeting. Delegations are limited to ten minutes.

This form and/or any written submissions **must be received by 11:59 p.m. the Thursday** before a scheduled LaSalle Police Services Board meeting. Anything provided beyond this deadline will not be submitted for the Board's consideration or form part of the agenda.

Any person who wishes to appear before the Board regarding an item not on an upcoming agenda must submit this form by **noon at least 21 days** prior to the meeting date.

Please email tmailloux@lasalle.ca or fax to (519) 969-4469, drop off or mail to the LaSalle Police Services Board, 5950 Malden Road, LaSalle, ON, N9H 1S4.

Your application will be reviewed and the Board Secretary will be in contact with you regarding your request. If you wish to simply attend the meeting, you can do so by watching our YouTube Live Stream on the [Town of LaSalle YouTube channel](#) or by attending Council Chambers at the scheduled meeting time.

Name:

Are you representing an organization/group/business? yes no

If yes, please specify:

Address:

Phone Number:

Email address:

Date of meeting:

Is this an item on the agenda? yes no

Agenda item number or topic (if applicable):

How do you wish to communicate with the Board?:

Appear as a delegation (verbal presentation) Written submission only

Have you been in contact with LaSalle Police Service staff/administration regarding the item in which you wish to speak to? yes no

If yes, please specify:



Please describe in detail the reason for the delegation and what action you will be asking the Board to take (attach or include a separate sheet if necessary). Any documents and supporting material must be submitted with this request form for review and approval. Upon approval, the material you provide will be circulated to the Board and administration, and will be made public without redaction.

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

I Agree I Disagree



Delegation Guidelines

- This form or any written submissions must be received by **11:59 p.m. the Thursday** before a scheduled Board meeting;
- Delegations related to items not on the agenda may be scheduled at a future Board meeting date;
- Delegations are limited to 10 minutes.
- Both written and verbal comments are given equal consideration.

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, addressed to the LaSalle Police Services Board. All written submissions will form part of the agenda.

Verbal Participation: Members of the public must register by completing the LaSalle Police Services Board Delegation Form to provide verbal comment during the meeting.

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

Privacy Statement: This meeting will be broadcast live via YouTube and delegates participating will form part of the recording. Be advised that all Board 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. Further, personal information contained in your submissions to the LaSalle Police Services Board is collected under the authority of the Municipal Act, 2001, as Amended. Any personal information you choose to disclose in your submissions will be used to receive your views on the relevant issue(s) to enable the LaSalle Police Services Board to make its decision on the matter. Collection of your personal information on this form is used to receive and process your delegation request. Questions about the collection of this information can be directed to the Board Secretary.

I have read and understand the above Privacy Statement*

yes no

Any questions should be directed to the Board Secretary, LaSalle Police Services Board, 5950 Malden Road, LaSalle, Ontario N9H 1S4.

Tanya Mailloux
Board Secretary
LaSalle Police Services Board
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F: 519-969-4469
tmailloux@lasalle.ca