

## Request for Delegation Form

FOR OFFICE USE ONLY

Meeting Name \_\_\_\_\_  
 Requested Meeting Date  
 (mm/dd/yyyy) \_\_\_\_\_

Delegations by stakeholders and members of the public to the HCA Board of Directors meetings are always welcome. Delegations should be relevant to agenda items. If the delegation's topic of discussion is not on the agenda, the delegation will be referred to the relevant Advisory Board or Committee. To appear as a delegation, please complete this "request for delegation form" at least three days in advance of the Board meeting to the attention of the following:

Attention: Executive Assistant  
 Hamilton Conservation Authority  
 838 Mineral Springs Road  
 P.O. Box 81067  
 Ancaster, ON L9G 4X1  
 Email: [judy.love@conservationhamilton.ca](mailto:judy.love@conservationhamilton.ca)  
 Phone: 905-525-2181, extension 112  
 Fax: 905-648-4622

Name of Individual(s): \_\_\_\_\_

Position/Title \_\_\_\_\_

Name of Organization or Address \* \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_

\* If you are not representing an organization as you are making a personal delegation, you will be listed on the agenda as representing yourself as a homeowner and your street address may be listed in the agenda and minutes, which are publically accessible on HCA's website as indicated below.

Reason(s) for delegation request (Include a summary of the issue to which you intend to speak and a statement about your position on the issue) : \_\_\_\_\_

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I am submitting a formal presentation to accompany my delegation: Yes   
No

I will require the following audio-visual equipment / software:

- LCD Projector
- PowerPoint

In accordance with the Hamilton Conservation Authority's Rules of Conduct:

- Delegates appearing before the Authority or any of its committees are limited to 10 minutes
- People or organizations wishing to address the Board of Directors, or an advisory board must make their request in writing to the Executive Assistant at least three days in advance of a meeting. The meeting schedule can be found on our website.

Once the above information is received by HCA, you will be contacted to confirm the acceptance of your request.

Please note that all meetings are open to the public (except where permitted to be closed to the public under legislated authority) and may be attended by or reported upon by the media. Agendas and minutes for all meetings will be posted publically on HCA's website: [www.conservationhamilton.ca](http://www.conservationhamilton.ca).

Questions about collection of personal data or its use in public documentation may be directed to the Director of Human Resources who coordinates Freedom of Information.