



**Hamilton
Conservation
Authority**

A Healthy Watershed for Everyone

Request for Delegation Form

A delegation is a member of the public, or a group, who wish to speak at a Hamilton Conservation Authority Board of Directors or an Advisory Board meeting.

You do not need to register as a delegation to be an observer at a Board of Directors meeting.

However, if you choose to be a delegation, please complete the “Request for Delegation Form” at least eight (8) business days in advance of the Board of Directors or Advisory Board meeting. Your request will be considered and you will be contacted to confirm your delegation prior to the meeting date.

Please send the delegation form to:

**Attention: Executive Assistant / Records Management Coordinator
Hamilton Conservation Authority
838 Mineral Springs Road
P.O. Box 81067
Ancaster, ON L9G 4X1**

Email: Jaime.Tellier@conservationhamilton.ca

Phone: 905-525-2181, extension 112

Fax: 905-648-4622

Name of Individual (s): _____

Address: _____

Organization: _____

Position/Title: _____

Phone Number: _____

Email: _____

Include a brief statement of the issue or purpose of delegation.

If you wish the Board members to have a copy of materials used in your delegation presentation (if any) or additional information, please bring 25 copies with you to the meeting. All information submitted will be considered public information.

Board of Directors Administrative By-law

The Board of Directors has established the following rules in its By-Law:

- **Delegations shall be limited to one (1) speaker for not more than 10 minutes**
- **Speakers will be requested not to repeat what has been said by previous speakers at the meeting**
- **A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation**
- **The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the Board of Directors**

Personal information contained on this form is collected under MFIPPA and will be used for the purposes of providing correspondence relating to matters before the Board of Directors.

Please note all meetings are open to the public except where permitted to be closed under Hamilton Conservation Authority Administrative By-Laws.