



**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. Delegations are always welcome.**

**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: Administrative Coordinator - Office of the CAO  
Hamilton Conservation Authority  
838 Mineral Springs Road  
P.O. Box 81067  
Ancaster, ON L9G 4X1**

**Email: [Sandra.Winninger@conservationhamilton.ca](mailto:Sandra.Winninger@conservationhamilton.ca)**

**Phone: 905-525-2181, extension 114**

**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 15 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.**

**Notice of Collection, Use and Disclosure:** Hamilton Region Conservation Authority ("HRCA") collects and retains the personal information of visitors and other parties including but not limited to staff, service providers, contractors and private citizens accessing the services and properties of HRCA under the legal authority of the Conservation Authorities Act, RSO 1990, c C.27 and the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56. Personal information is collected and may be used and/or disclosed for various purposes, principally including, but not limited to, protection and preservation of HRCA property and investigating and responding to incidents involving injury or damage to property sustained while on HRCA property. Questions about this collection, use and disclosure should be directed to Jaime Tellier, Records and Digital Initiatives Project Manager at PO Box 81067, 838 Mineral Springs Road, Ancaster, ON, L9G 4X1 and 905-525-2181, ext. 112.