



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

DELEGATION INFORMATION SHEET

You are receiving this document because you have either asked for information about appearing before Council as a delegation; or you have already been scheduled to appear. If you have been scheduled to appear, you will be contacted by the Legislative Services Department and advised of the date and time of the Council meeting.

Request to Appear as a Delegation

Any person, group, corporation or organization who wishes to appear before Council as a delegation must complete a Delegation Request Form and submit it to the Clerk. The Form is available on the Town's website and at the Municipal Office. Although the Form itself will not be attached to the Agenda, some of the information provided on the Form or included with the request may become part of the public record and may be made available on the public agenda, which is posted on the Municipality's website.

The Form must be submitted to the Clerk not later than noon on the fifth day prior to a Regular or Special Meeting. Regular meetings of Council are held on the 2nd and 4th Mondays of every month. Please refer to the 2021 Council Meeting schedule for a listing of the dates of the Regular Meetings of Council. The Form must be submitted by noon on the Wednesday prior to a regularly scheduled Council Meeting.

Appearing as a Delegation

When appearing before Council, a delegation shall be limited to not more than 10 minutes. However, a delegation consisting of more than 5 persons shall be limited to 2 speakers who shall speak not more than 10 minutes each.

The Rules of Order of the Town's Procedure By-Law (By-Law 55-2016) governs the conduct of persons attending Council Meetings. At a meeting, no person shall:

- a) Speak on any subject other than the subject in debate, or, in the case of a delegation, the issue raised in the written request to appear as a delegation;
- b) Use offensive words or derogatory language;
- c) Speak disrespectfully of any person;

- d) Address a Member or Council without permission of the Presiding Officer;
- e) Disturb a Member, Staff or member of the public by engaging in any behaviour which disrupts the order and decorum of the Meeting; or
- f) Resist the Rules of Order or disobey the decisions of the Presiding Officer on the Rules of Order or a procedure as set out in this By-law.

For further information, please see Procedure By-law 55-2016 which is available on the Town's website www.kingsville.ca

If you have any questions about appearing before Council as a delegation or about the material that you wish to have provided to Council, please contact:

Sandra Kitchen, Deputy Clerk/Council Services
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, ON N9Y 2Y9
(519) 733-2305 x 223
skitchen@kingsville.ca



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REGULAR COUNCIL MEETING SCHEDULE 2021

DELEGATION REQUEST DUE DATE (by 12:00 pm noon)	REGULAR MEETING DATES
Wednesday, January 6	Monday, January 11
Wednesday, January 20	Monday, January 25
Wednesday, February 3	Monday, February 8
Wednesday, February 17	Monday, February 22
Wednesday, March 3	Monday, March 8
Wednesday, March 17	Monday, March 22
Wednesday, April 7	Monday, April 12
Wednesday, April 21	Monday, April 26
Wednesday, May 5	Monday, May 10
Wednesday, May 19	Tuesday, May 25
Wednesday, June 9	Monday, June 14
Wednesday, June 23	Monday, June 28
Wednesday, July 7	Monday, July 12
Wednesday, July 21	Monday, July 26
Wednesday, August 4	Monday, August 9
Wednesday, August 18	Monday, August 23
Wednesday, September 8	Monday, September 13
Wednesday, September 22	Monday, September 27
Wednesday, October 6	Tuesday, October 12
Wednesday, October 20	Monday, October 25
Wednesday, November 3	Monday, November 8
Wednesday, November 17	Monday, November 22
Wednesday, December 8	Monday, December 13