

## **How do I bring a matter before Council?**

In most cases, resident concerns can be resolved by Township staff. If staff is unable to resolve the issue, they will provide advice about the steps to be taken next. One of the steps could be to appear before Council as a delegation.

Any person wishing to appear before Council as a delegation is required to submit a request in writing including name, address and telephone number (to be reached during office hours) as well as an explanation of the issue to be addressed. Please include all facts pertaining to the issue for inclusion in the agenda.

The request must be received by the Clerk's Office no later than 4:30 on the Tuesday prior to the Council Meeting.

Delegations are limited to 10 minutes in length. At the conclusion, members of Council will seek clarification to any questions they have, from with the delegation or staff.

The decision of Council will be made in public usually while the delegation is present unless additional information or time is required before a decision is made. The Clerk will confirm in writing the decision of Council to the delegation.

Please direct any questions regarding delegations to the Clerks Department at 519-863-2709