Township of South Dundas
4296 County Road 31, PO Box 160, Williamsburg, Ontario K0C 2H0
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DELEGATION REQUEST PROCEDURE

Delegations

Council Meetings are held the 1st and 3rd Tuesdays in the Township of South Dundas, Council Chamber at 4296 County Rd 31/Bank Street, Williamsburg and are open to the public. Please refer to our website, as this schedule may be subject to change throughout the year.

All delegations requesting permission to appear before Council shall submit a written request to address the members of Council, including a written brief outlining their intended presentation. The provisions of a written brief prior to the Tuesday meetings enables Staff to provide Council Members with a copy of the intended presentation prior to the meeting in order to obtain any necessary background to properly consider your presentation.

Any request to appear before Council shall be received, in writing prior to 1:00 pm on the Wednesday preceeding the meeting in order to be placed on the Council Agenda. The number of delegations on any Council agenda will be limited.

All delegations shall be afforded ten (10) minutes to make their presentation and shall be restricted to the topic as included on their written submission.

Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Clerk will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.

Delegations concerning a by-law where a public hearing has been held will not be permitted.

If you are on the Agenda to appear as a delegation at a Council meeting, please advise the Clerk prior to the start of meeting that you are in attendance, and you will be called upon when it is time to make your presentation to Council.