

## Delegation Request Form

Members of the public can address the board at any public board meeting by registering in advance as a delegation or by submitting formal correspondence by email or letter. We encourage you to first contact staff to address your concerns, as some matters do not require board discussion. [Contact us](#) by email or by phone to be directed to appropriate staff. If it is determined that delegating is preferred or required, staff may also prepare a report for the agenda package.

After speaking with staff, please submit the form below. We will review your request and contact you for confirmation and to provide further details about attending the meeting.

Board meetings are held on the fourth Friday of each month, excluding July when there is no scheduled meeting, and December when it is typically earlier due to holidays. To ensure your name is listed on the published agenda, and to ensure your handouts or presentation are included for distribution, your request must be submitted by noon at least eight (8) days before the published meeting date. We recognize that it is not always possible to meet that deadline, so delegations may register up to two (2) business days prior to the scheduled meeting. When possible, registered names will be published in the addendum. Members of the public may also attend the meeting in-person and request to speak as an unregistered delegation. If approved by the Chair, unregistered delegations are provided three (3) minutes to speak.

Upcoming meeting dates can be found in our [Board Meeting Calendar](#).

**Full Name \***

Please type your first and last name

**Please enter your email address or phone number (whichever is your preferred method of contact) \***

Let us know how to reach you about this request

**Please share a brief summary of the matter you wish to address as a delegation \***

Briefly provide the topic or an overview of your delegation request.

**Are you delegating as an individual, or as a group? If 'group', please type the number of people and provide their names.**

Enter 'individual' or number of people and full names.

**Date of Meeting \***



**Have you contacted staff to discuss this matter? \***

Yes

No

We encourage you to contact staff to address your concern before you register. Staff can help navigate matters and provide valuable input. If after speaking with staff you would still prefer to address the board, you can return here to complete the form.

**Do you have additional information such as digital documents, or a PowerPoint presentation for the Board to review as part of your presentation? \***

Yes

No

**If available, please upload your additional documents. If not available, please note that they must be submitted by email at least 48 hours before the meeting. Late items will not be circulated.**

Browse...

Allowed extensions pdf, doc, docx

Notice of Collection: The personal information provided in this form is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C.27 and will be used for the purpose of registering as a delegation of a public board meeting in accordance with the Grand River Conservation Authority's administrative by law. Questions about this form should be directed to the executive assistant 519-621-2761, 400 Clyde Rd. Cambridge, Ontario N1R 5S7