

NOTICE

The Government of Ontario
Process for Ministers' and Parliamentary Assistants' Delegations at the
AMO Conference

Sunday August 14 – Wednesday August 17, 2016
Windsor, Ontario

Individual Ministers and Parliamentary Assistants are being asked to participate in municipal delegations. Please note that not all Ministers and Parliamentary Assistants will be taking delegations. If your municipality wishes to meet with a Minister or Parliamentary Assistant, we ask that you complete and submit the online form. Please note all request forms **must** include the name of a contact person who is knowledgeable about the issue and available to respond to ministry inquiries in a timely manner.

The Ministry of Municipal Affairs and Housing (MMAH) will respond to delegation requests for the Minister of Municipal Affairs and Housing. MMAH will advise other Ministers and Parliamentary Assistants of delegation requests. Decisions on delegation requests for other ministers will be made and given to you by the requested ministers. To assist in expediting your delegation request, we ask that you use the Municipal Delegation Request Form rather than going through your MPP or directly to the Ministers' Offices.

In order to facilitate municipalities in planning their delegation schedules we will advise municipalities of their delegation times prior to the conference. As a result, **no delegation requests will be accepted after the DEADLINE of WEDNESDAY, JUNE 29, 2016.**

Municipalities will be contacted by the respective ministries about their requests and, if applicable, the meeting time and location, approximately **one week** before the conference.

You can now submit one form to request delegation meetings with up to four ministries. To request delegation meetings with more than four ministries, please submit a new form. Please limit issues for discussion to a maximum of three per ministry. We ask that delegates not meet with more than one minister on a given issue. To make the most of the delegation time available (delegations usually run 15 minutes), please ask to discuss your issue only with the Minister or Parliamentary Assistant responsible for that issue.

Thank you.

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