



**Schedule "B"
to By-Law 2016 -70**

Delegation Request Form

The Clerk of the Township of Huron-Kinloss reserves the right to refuse or defer any delegation at any time. Delegations appear strictly for information purposes only. Any discussion or decision will be at the discretion of Council. Material provided will be uploaded to the public agenda subject to rules of procedure.

Request for Delegation

- a) on my own behalf; or
- b) on behalf of a group / organization / association, if b), please state name of group/ organization / association below.

Name(s) of Group/ Organization / Association (please print)

Name(s) of Speaker(s) (Maximum 3) (please print)

Subject / Title of Presentation (please print)

Please describe below, the subject matter of the delegation.

Equipment Required (projector, screen, laptop): _____

Contact Information (will not be posted publically):

Address:

Telephone:

Email:

Signature

Office Use:

Delegation Date: _____ **Time:** _____ **Duration:** _____

Completed and signed requests and all presentation documentation must be delivered to the Clerk by 1:00p.m. on the Thursday preceding the meeting of Council for which your delegation is scheduled. Delegations will be confirmed by the Clerk by email.