



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen Street
Ripley, Ontario
N0G 2R0

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Delegation Request Form Schedule "B" to By-Law 2016-70

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 (please print)

on my own behalf; or

on behalf of a group / organization / association, if so please state name of group/ organization / association below.

Name(s) of Group/ Organization / Association:

Name(s) of Speaker(s) (Maximum 3):

Subject / Title of Presentation:

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 ONLY

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.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of reviewing delegation requests. Questions about the collection of the personal information may be addressed to the Clerk at the Township of Huron-Kinloss, 21 Queen Street, P.O. Box 130, Ripley, ON, N0G 2R0 or (519) 395 3735