



## **CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY**

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### **Delegation Request Form**

*In order to appear on Council agenda, individuals or groups shall make the request to the Clerk in writing no later than 10 days preceding a Council meeting providing the Clerk with a written copy of the presentation. Individuals or groups shall be limited in speaking to not more than ten (10) minutes. Verbal presentations to Council may be made in English or French.*

Council Meeting Date Requested: \_\_\_\_\_

#### **Applicant Information**

Full Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City / Town: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Delegation Details**

Brief Summary of Presentation:



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### Presentation Requirements:

#### Purpose of Presentation:

Request Information

Provide Information

Request Council Action

Other: \_\_\_\_\_

#### Length of Presentation Requested:

5 minutes

10 minutes

Other: \_\_\_\_\_

#### Will you provide written materials to Council?

Yes

No

#### Will you require audiovisual equipment?

Yes

No

If yes, please specify:

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### Declaration

I understand that:

- Delegations are subject to the municipality's procedural by-law.
- My presentation may be subject to time limits established by Council.
- Information submitted may become part of the public record and may be published in meeting agendas and minutes.
- Council may not decide on my matter during the meeting.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_