



# Report Item Delegation Form

The Municipal Procedural By-law governs delegation/presentation requests to Council. Please complete this application and submit to the Clerk on the Tuesday before the regular scheduled Council meeting. Once the completed application is submitted to the Clerk, you will be contacted by staff to confirm approval. Please refer to our FAQ section on our website for further details.

## **Contact Information**

Name of Applicant:

Address:

Telephone Number:

Email:

## **Request Details**

Name of Group/Organization (if applicable):

Name of Persons Speaking:

Date of Scheduled Meeting:

Report Number and Name as it Appears on the Agenda:

What is your preference for attending the meeting?

In Person

Virtually

Have you spoken to Council about the same topic in the past?

Yes

No

Please submit this form via email at [admin@mindenhills.ca](mailto:admin@mindenhills.ca) with the subject line REPORT DELEGATION. You may also drop off your completed application to the Clerk's Department at 7 Milne St, PO Box 359, Minden, ON K0M 2K0.

Notice of Collection: The information submitted may be circulated to members of Council, staff, and the general public. Questions about the collection of this information should be directed to the Township Clerk.