



Town of
Latchford
Best Little Town by a Dam Site

Delegation Request

For Office Use Only:

Meeting Name:

Meeting Date:

Please complete this form for your request to delegate to Council or Committee on a matter where a decision of the Council may be required. Delegations at Council meetings are generally limited to agenda business published with the meeting agenda. Delegations at Committee meetings can relate to new business within the jurisdiction and authority of the Town and/or Committee or agenda business published with the meeting agenda. **All delegations are limited to fifteen (15) minutes.**

Attention: Email: Clerk's Office, Town of Latchford, 10 Main Street, Latchford, Ontario, P0J 1N0

mrobinson@latchford.ca

Telephone: (705) 676-2416 Fax: (705) 676-121

Meeting:

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Council Meeting

☐

Other Committee:

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Committee of Council

Meeting Date Requested:

Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person
being represented:

Full Address for Contact:

Telephone:

Email:

Subject Matter
to be Discussed:

Request to
Council/Committee:

Attendance: In-person Remote

A formal presentation will accompany my delegation:

Yes

No

Presentation format:

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PowerPoint File (.ppt)

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Adobe File or equivalent (.pdf)

☐

Picture File (.jpg)

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Video File (.mp4)

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Other:

Additional information/materials will be distributed with my delegation: Yes No Attached

Note: Delegates are requested to provide to the Clerk's Office **well in advance of the meeting date:**

- (i) all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

Once this completed form is received by the Clerk's Office, you will be contacted to confirm your placement on the appropriate meeting agenda.

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable council/committee agenda and will be attached to the agenda and publicly available at the meeting and on the Town's website. Questions about the collection of personal information should be directed to the Clerk's Office, 10 Main Street, Latchford, Ontario, P0J 1N0, tel. 705-676-2416, email: mrobinson@latchford.ca.