



Delegation Request Form

Required fields are marked with asterisks (*)

Delegation requirements are provided for by the Municipal Procedural By-law and completion of this form facilitates administration of delegation/presentation requests. Once the completed application is submitted to the Clerk, you will be contacted by staff to confirm your placement on the appropriate agenda. Incomplete applications will be returned. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority.

You can print this form at anytime by right clicking and selecting print.

I wish to appear before Council on:

Preferred Date:

Alternate Date:

Name of Group/Organization/Business:

Individual/Spokesperson *

Street Number:

Street Name:

P.O. Box

Town/City:

Province *

Postal Code

Phone Number: *

Email Address: *

Reason(s) for Delegation Request (subject matter to be discussed):

Please provide us with your digital copy of your presentation by attaching it to this request.

Allowed file types pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

By submitting this request, you acknowledge, understand and agree, either on behalf of yourself or the group you are representing, to the rules regarding Delegations as provided per the 69-2022 Procedural By-Law *

Please submit your request one of the following ways:

By email: clerk@tyendinagatownship.com

By mail: Tyendinaga Township, 859 Melrose Rd, Shannonville ON, K0K 3A0

Notice of Collection: Personal information collected on this form is authorized under the Municipality's Procedural By-law and will be used to contact individuals and/or organizations requesting an opportunity to appear as a delegation before Council. The Delegation Request Form, as well as the information submitted therewith, will become part of the public record through the published Agenda on the Municipal Website. Questions about this collection can be directed to the Clerk at 859 Melrose Rd. Shannonville ON, K0K 3A0 or by calling 613-396-1944
