



THE CORPORATION OF THE TOWNSHIP OF TAY

450 Park St., P.O. Box 100
Victoria Harbour, ON
L0K 2A0

DELEGATION REQUEST FORM

- Per the Township of Tay Procedural By-law, approved delegations will be provided ten (10) minutes to present to Council/Committee of the Whole.
- Delegations will not be scheduled if the matter has already been before Council and a decision rendered. Further, multiple or repeat delegations on the same matter will not be scheduled unless new information on the matter is provided.
- All presentation materials related to approved delegations must be submitted to the Municipal Clerk by 4:30 p.m. one week prior to the scheduled meeting date.

In-person:

OR

By email:

Municipal Clerk

clerk@tay.ca

Tay Township

450 Park Street P.O. Box 100

Victoria Harbour, ON

L0K 2A0

To Be Completed By The Requester

First and Last Name(s):

Business/Organization Name (if applicable):

Address:

Phone:

Email Address:

Presentation Details

Presenter:

Subject Matter:

Action Requested:

Preferred Meeting Method:

In-Person Virtual No Preference

Meeting Date Requested:

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council is collected in accordance with the *Municipal Act, 2001*, and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council. All information submitted to the municipality is subject to disclosure under the *Municipal Freedom of Information Act* (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 705-534-7248 ext. 240.