



**City of Quinte West  
Request to Appear Before Council / Committee**

If you would like to appear as a delegation before Council or a Committee for the City of Quinte West, you must complete the form below and submit it to the City. Please note that the deadline for delegation requests is 12 noon, one week prior to the meeting.

<i>Name of Individual:</i>	
<i>Name of Organization:</i>	
<i>E-mail:</i>	
<i>Address:</i>	
<i>Phone:</i>	

<i>Who would you like to address?</i>	<i>Council / Committee</i>	<input type="checkbox"/>	<i>Date of Meeting</i>
		<i>one</i>	
	Council	<input type="checkbox"/>	
	Committee of Adjustment	<input type="checkbox"/>	
	Corporate & Financial Services	<input type="checkbox"/>	
	Economic Development & Revitalization	<input type="checkbox"/>	
	Planning & Development Services	<input type="checkbox"/>	
	Public Works & Environmental Services	<input type="checkbox"/>	
	Protective Services	<input type="checkbox"/>	
	Accessibility Advisory	<input type="checkbox"/>	
	Other (provide name):	<input type="checkbox"/>	

<i>Reason(s) for delegation request:</i>

Are you submitting a formal presentation with your request?	Yes    No				
If yes, do you require any Audio/Visual equipment?	<table border="1"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center" colspan="2">✓ if applicable</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	✓ if applicable	
<input type="checkbox"/>	<input type="checkbox"/>				
✓ if applicable					
Power point:	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				

Submit the completed form to the appropriate Department at City Hall, 7 Creswell Drive, Trenton Ward; OR via fax at 613-392-0131; OR via post to P.O Box 490, Trenton, ON. K8V 5R6

All requests for delegations are forwarded to the respective Committees. You will be notified of the time and date of your presentation by the responsible Department.

The personal information collected on this form is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information and Electronic Documents Act (PIPEDA). The information will only be used by Municipal Staff in the preparation of agendas and will not be disclosed or used for any other purpose. Please direct inquiries to the City Clerk, City of Quinte West at (613) 392-2841 or toll free 1-866-485-2841.