



Peterborough County  
Attention: Clerk's Office

470 Water Street

Peterborough, ON K9H 3M3

Tel: (705) 743-0380 Ext. 2102 | Fax: (705) 876-1730

---

## Delegation Request

---

**Date Submitted:**

**Preferred Meeting Date:**

Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, with exceptions. Please see the Peterborough County events calendar for meeting dates.

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Name of Delegates:**

List all the speakers (2 max.) that will be attending and their position/titles (if applicable).

**Name of Organization (if applicable):**

**Reason(s) for Delegation Request:**

Please include title of delegation and any key points.

**Recommendation to Council (if applicable):**

Action/decision being requested of Council.

**Presentation Materials:**

Check all that apply.

- PowerPoint File                       Adobe or Word File
- Picture File                               Petition                               None

**Notice:** Any information included in petitions (ex. Names, addresses, etc.) will appear as part of the Council agenda, be posted on the County website and become part of the public record. Do not include any information on your petition that you do not want made public.

**Disclaimer:** Please note that submission of this form does not guarantee the approval of your request for a presentation. The Delegation Request Form and any presentation material or supporting documentation are to be received **no later than 12:00 noon 8 calendar days prior to the Council meeting.**

The personal information collected **on this form** is protected under the Municipal Freedom of Information and Protection Privacy Act (MFIPPA) and the Personal Information and Electronic Documents Act (PIPEDA). The information will only be used by County Staff in the preparation of agendas and will not be disclosed or used for any other purpose. You will be notified of the time and date of your presentation by the responsible department.

Please direct inquiries to [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca)