



**Additional Documentation and Presentation Materials:**

Additional Documentation attached? ( ) Yes ( ) No

Additional Documentation to be provided at the meeting? ( ) Yes ( ) No

*Note: Please provide the Clerk with 7 copies of all additional documentation to be distributed at the meeting.*

Will a PowerPoint Presentation be made? ( ) Yes ( ) No

*Note: An electronic copy of the PowerPoint presentation is required to be submitted to the Clerk no later than 12:00 noon on the Tuesday before the meeting.*

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**For Office Use Only:**

Date Request Received: \_\_\_\_\_ Request Received By (Initials): \_\_\_\_\_

Request relates to: \_\_\_\_\_

( ) Staff Report \_\_\_\_\_ Staff Name: \_\_\_\_\_

**Return Completed Delegation Request Form to:**

Liz Ross, Deputy Clerk  
Township of Otonabee-South Monaghan  
P.O. Box 70, 20 Third Street  
Keene, Ontario K0L 2G0  
(705)295-6405 (fax)  
deputy-clerk@osmtownship.ca

Please note that all meetings are open to the public except where permitted to be closed under legislated authority, Council meeting agendas are posted on the Township’s website on the Friday before the meeting.