Subject: Delegation Form: DBIA Member/ Public

Document No: DBIA-FORM-007

Book: FORMS MANUAL



The delegation form is used when a member of the public wants to speak directly to the board at a meeting, typically on a specific agenda item. These forms are necessary for scheduling and managing time during meetings, ensuring that anyone who wishes to speak to the board can be allotted a specific time to do so.

Please fill out this form in full if you wish to speak at a board meeting. Delegation Forms must be submitted at least eight days in advance prior to the board meeting.

Name (print):	
Business Name:	
Address	
Choose the group you	
DBIA Board	
☐ Events Comm	nittee
Other: (identify	other)
Meeting Date: (month/day/year)	
Agenda Item or Subjec	ct:
Reason for Delegation Request:	

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Are you making a formal presentation with your request?	
Yes	
No	
Will there be a financial ask of the DBIA.	
Yes	
No	
If yes, please indicate the details, including the timelines of your request.	
The personal information collected on this form is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) The information will only be used by DBIA Staff to	

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prepare agendas and not be disclosed or used for any other purpose. All requests for delegations are

forwarded to the respective Committees. For further information, call 613-394-4318.