



## Delegation Request Form

Should you wish to appear as a delegation to Council at one of their regular meetings, you are required to complete this request form and send to [clerk@merrickville-wolford.ca](mailto:clerk@merrickville-wolford.ca)

**Name of Individual/Organization:** Mary Kate Laphen, Merrickville Public Library  
**Council Meeting Date Requested:** I'm flexible - what works for Council's schedule?

**Topic:** (If necessary, please attach additional correspondence)

To present the Library's 2025 Annual Report to Council.

Will send pdf of report with this form. I'll drop off print copies for the Councillors in advance.

### Contact Information

Mailing Address: PO Box 460, 446 Main St W, Merrickville

Phone Number: 613-269-3326

Email: merrickville\_library@bellnet.ca

Date: March 26, 2026

**NOTE:** All documents provided are open to the public. If you are providing communication to the Village, please be aware that your name and information will appear on the Village's website and become part of the public record, unless you expressly request that the Village remove it.

### Additional Information:

- Delegations on an agenda shall be determined on a first come, first serve basis.
- The Clerk has authority under section 5.2(i) of the Procedural By-law to refuse delegation requests if necessary.
- No more than two (2) delegations shall be allowed at any meeting.
- Delegations have up to ten (10) minutes to make a presentation to Council.
- A delegation request must be submitted seven (7) days prior to the requested meeting date, with the inclusion of supporting documents if needed, to be submitted with the request form.