



Naturally Spirited

Township of Killaloe, Hagarty and Richards Request for Document in Alternate Format

The Township of Killaloe, Hagarty and Richards is committed to meeting the needs of all residents. If you require information in an alternate format, please complete this form or contact the Municipal Office at 613-757-2300.

Contact Information:

Name: _____

Address: _____

Telephone Number: _____ Alternate Number: _____

E-mail Address: _____

Preferred Method of Contact: ☐ Mail ☐ Phone ☐ E-mail

Document Information:

Document Name: _____

Section(s) Required: _____

Additional Document Information: _____

Alternate Format Request:

Large Print

Font Size: _____

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Electronic

☐ Microsoft Word ☐ HTML ☐ Text ☐ PDF

Colour Contrast (please specify): _____

Other (please specify): _____

Please return completed form to:

Township of Killaloe, Hagarty and Richards – Administration Department

1 John Street, PO Box 39, Killaloe ON K0J 2A0

E-mail: info@khrtownship.ca / Fax: 613-757-3634

For Office Use Only:

Date Received: _____

Received By: _____

Origin of Document: Administration Clerks Public Works Finance Fire Building By-Law/ Canine

Action Taken: _____

By Whom: _____

Date Completed: _____

NOTE: Personal information on this form is being collected under the authority of the *Freedom of Information and Protection to Privacy Act* R.S.O. c.F.31, s. 39 (2) for the purposes of improving customer service. Questions about collection of personal information may be directed by mail to the address above.