



## Guide to Communicating With Town Council or a Committee of Council

### DEPUTATION REQUEST

Requests for deputation, any written submissions and background information for consideration by Council must be submitted to the Town Clerk by **12:00 p.m. on the WEDNESDAY PRIOR TO THE REQUESTED MEETING**. Requests for deputation to go to a Committee Meeting must be submitted One Week Before Committee Meetings. **PLEASE CHECK COUNCIL AND COMMITTEE CALENDARS ON WEBSITE.**

**PLEASE PRINT**

<b><u>COUNCIL</u> or <u>COMMITTEE MEETING DATE</u>:</b>	
<b>SUBJECT:</b>	
<b>NAME OF PERSON TO APPEAR:</b>	
<b>ADDRESS:</b>	
<i>Street Address</i>	
<i>Town / City</i>	<i>Postal Code</i>
<b>PHONE: HOME:</b>	<b>BUSINESS:</b>
<b>NAME OF PERSON REQUESTING APPEARANCE:</b> (if different from person appearing)	
<b>PHONE: HOME:</b>	<b>BUSINESS:</b>
<b>NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):</b>	
<b>BRIEF STATEMENT OF PURPOSE OF DEPUTATION:</b>	
<b>LETTER SUBMITTED WITH REQUEST:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b><u>TYPE OF PRESENTATION:</u></b> Verbal <input type="checkbox"/> Verbal / Power Point <input type="checkbox"/> Do you need a laptop supplied? <input type="checkbox"/>	
<b><u>NOTE:</u></b> Maximum Time Permitted for Deputations is 10 Minutes. Please Contact the Clerk's Department if additional time is required.	

*Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act.*

*Please note that most presentations are televised and information on this form is made available to the public.*