



**Request for Delegation before Council  
at Committee of the Whole**

Person(s) to Appear: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Name	Title/Organization	Telephone and Email

Please provide a general outline of the subject matter:  
\_\_\_\_\_  
\_\_\_\_\_

Are you submitting a letter along with this request form?  Yes  No

Please select equipment required:  Projector  Laptop  Other: \_\_\_\_\_

If you require use of the laptop you must provide an electronic version of your presentation in a compatible format (e.g. Microsoft Word, Excel, PowerPoint or PDF) at least 48 hours in advance of the meeting to the Clerk's Office.

\_\_\_\_\_  
Date Signature of person requesting appearance

All delegation requests must be submitted in writing and clearly outline the subject matter of the delegation. Requests must be provided to the Clerk's Office by 12:00 noon on the Wednesday prior to the meeting.

Delegations are permitted 10 minutes to speak.

Delegations are intended for the presentation of information; any requests made to Council are considered at a later date.

Additional material may be circulated at the time of the delegation. Scheduling is at the discretion of the Clerk.

**Disclaimer:** the submission of this form does not guarantee the approval of your request. All information submitted will be considered public information and therefore subject to full disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*.