



**Request for Delegation before
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 OR presentation with this request?

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 one week in advance of the meeting to the Clerk's Office.

Date	Signature of person requesting appearance
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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 Monday the week prior to the meeting (eight days in advance).

Delegations are permitted 10 minutes to speak.

Delegations are intended for the presentation of information; any requests made 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*.