



## Delegation Request Form

**General Information:**

Delegations shall be limited to a presentation of not more than 10 minutes and not more than 2 speakers. Requests must be submitted, accompanied by all supporting documentation, at least 7 days prior to the Council meeting. Only the material provided to the Clerk will be allowed to be presented. Requests from delegations who have previously addressed Council on a topic shall not be granted unless it is proven that they have new information to present.

<b>Date of request:</b>	<b>Council Meeting Date :</b>
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Applicant Information			
<b>Name:</b>		<b>Phone number:</b>	
<b>Title (if applicable):</b>		<b>Email:</b>	
<b>Organization (if applicable):</b>		<b>Address:</b>	

Presentation Information	
<b>Subject:</b>	
<b>Purpose:</b>	<p>If requesting action of Council, clearly describe what you are asking for below or on a separate sheet.</p> <p style="text-align: center;"> <input type="checkbox"/> Information only                      <input type="checkbox"/> Requesting funding  <input type="checkbox"/> Requesting letter of support      <input type="checkbox"/> Other (provide details below)         </p>
<b>Name of individual(s) making presentation:</b>	<p>1. _____</p> <p>2. _____</p>
<b>Will you be providing supporting documentation?</b>	<p style="text-align: center;">Yes (if yes, please complete below)                      No</p> <p>Powerpoint presentation (electronic copy must be submitted with this request)</p> <p>Handouts at meeting (bring at least 11 copies)</p>
<b>Technical requirements:</b>	<p>Projector</p> <p>Other (please provide details below)</p>

**I understand and agree to these procedures for delegations and agree to abide by them.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_