



## Request for Deputation Standing Committee and Council

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**I am requesting deputation to speak:**

on my own behalf; or on behalf of a group / organization / association

**Name(s) of Speaker(s) and Group / Organization / Association, if applicable:**

Please note that all names of the individuals wishing to speak must be listed below.

**Subject of Presentation**

Please describe below, the subject matter in sufficient detail to determine presentation purpose and assess its relative priority to other requests for oral submission. If you intend to include handouts or a presentation using electronic devices such as PowerPoint, a copy of your presentation including any handouts and are to be delivered to Clerk Services **no later than noon on the Friday prior to the meeting in which you are approved to present at [clerk@collingwood.ca](mailto:clerk@collingwood.ca)** .

**Preferred Presentation Date:**

**Preferred Meeting Type:**

Committee of the Whole    Committee  
Council

**Signature of Speaker:**

**Date of Request:**

**Telephone:**

**Email:**

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**In accordance with the Procedural By-law, requests must be delivered to the Clerk six days prior to the preferred meeting date you wish to present to. Request forms may be emailed to [clerk@collingwood.ca](mailto:clerk@collingwood.ca) or submitted directly to Town Hall, 97 Hurontario Street, Collingwood.**

The Town reserves the right to refuse or defer any deputation at any time. Should your request for deputation be refused, Staff may suggest an alternate method of communication such as by letter, email, telephone or personal meeting.

Personal information contained within this form is being collected for the purpose of the deputation request, and may be posted to a public council agenda if such request is approved. Questions to the collection of the information contained in the request form are to be directed to [clerk@collingwood.ca](mailto:clerk@collingwood.ca)