



SCHEDULE A Procedural By-law 2014-090

* The Town reserves the right to refuse or defer any deputation at any time.

REQUEST FOR DEPUTATION

I am requesting deputation to speak:

- a) on my own behalf; or
b) on behalf of a group / organization / association, if b), please state name of group/ organization/association below.

Name(s) of Speaker(s) Please note that all names of the individuals wishing to speak must be listed below.

Subject of Presentation

Please describe below, the subject matter of the requested oral submission in sufficient detail to determine presentation purpose and assess its relative priority to other requests for oral submission. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with Strategic Priorities. Please note, if you intend to include handouts or a presentation using electronic devices, one (1) copy of any electronic presentation and ten (10) hard copies of the 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.**

Reason why this presentation is important to Council/Committee and to the municipality:

Scheduling Request Please state your preferred presentation date: _____

Date of Request: _____

Signature(s) of Speaker(s): _____

Address: _____

Telephone: _____ **Email:** _____

Please be advised that Council or the Administration may be able to deal with your concern, information or request more immediately if it is communicated by other means. This may be done by letter, fax, email, telephone or personal meeting.

In accordance with the Procedural By-law, oral submission requests must be delivered to the Clerk prior to 4:00 pm on the Tuesday preceding the meeting of Council. The request forms may also be faxed (705-445-2448) or emailed to clerk@collingwood.ca. Questions can be directed to Clerk Services at (705)445-1030 Ext. 3294.