

Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

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Request for Delegation/Deputation before Council

Pursuant to By-law No. 2009-24 as amended, any person wishing to make a deputation before Council shall submit a request in writing to the Clerk no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The written request shall be a **detailed written submission** which clearly outlines the matter that the deputation wishes to present to Council including the nature of the business to be discussed and the person(s) named to make the deputation. The detailed written submission, together with this form, shall be circulated with the Council agenda. **Please note that Deputations are limited to 10 minutes in length.**

PLEASE PRINT

NAME OF PERSON TO APPEAR:
ADDRESS:
PHONE: HOME: BUSINESS:
NAME OF PERSON REQUESTING APPEARANCE: (if different from person appearing)
PHONE: HOME: BUSINESS:
NAME OF GROUP OR PERSON(S) BEING REPRESENTED (IF APPLICABLE):
MEETING DATE REQUESTED TO APPEAR BEFORE COUNCIL:
SUBJECT MATTER OF DEPUTATION: <hr/> <hr/> <hr/> <hr/> <hr/>
DETAILED WRITTEN SUBMISSION MUST BE ATTACHED OR SUBMITTED TO THE CLERK BY 1:00 P.M. THE WEDNESDAY PRIOR TO THE COUNCIL MEETING.
Signature: _____ Date: _____

Reminder: A signed detailed written submission must be provided to the Clerk's Office by 1:00 p.m. on the Wednesday prior to the meeting . Failure to provide a signed detailed written submission by the Wednesday prior to the Council meeting will result in the deputation not being placed on Council's agenda.

Decorum dictates respect for all opinions and individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour. By submitting this Form you have indicated agreement with this requirement.

Personal Information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

Correspondence to Council:

Be advised that Council and Committee meeting agendas, minutes and correspondence are public documents and are published on the Township of McKellar website. When corresponding with the Township of McKellar, please be aware that personal correspondence or delegation materials (together with names, addresses, email addresses and phone numbers) may be included on the Council or Committee meeting agenda and subsequently appear on the corporate website.

If you feel that there is a compelling reason that your correspondence to Council should not be included on the agenda and released to the public, please notify the Clerk's office.