



REQUEST FOR DEPUTATION BEFORE SEVERN TOWNSHIP COUNCIL/ COMMITTEES

ALL DELEGATIONS ARE REQUIRED TO PROVIDE A WRITTEN SUBMISSION PRIOR TO THE AGENDA DEADLINE

All written or electronic submissions and background information for consideration by Council/Committees must be submitted to the Clerk's Office by 4:30 p.m. on the Wednesday preceding the Meeting. Electronic submissions should be submitted in Microsoft PowerPoint / Microsoft Word format or PDF format. In accordance with the Procedural By-law, there is a maximum of four (4) deputations allowed per meeting and delegates are given fifteen (15) minutes to make their presentation.

Preferred Meeting Date: _____

I am requesting a deputation to speak:

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

I will require a PowerPoint presentation Yes No

Name of Speaker – A deputation wishing to appear before Council/Committee shall be limited to one (1) speaker with a total speaking time of 15 minutes. Please state name of presenter below.

Subject of Presentation

Please describe below the subject matter of the requested presentation in sufficient detail to provide the Township a means to determine its content and define how the subject matter aligns with Council's mandate. Please note, if you intend to include additional handouts at the meeting for your presentation, sixteen (16) copies will be required.

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

Date of Request:

Signature of Speaker:

Address:

Telephone: ()

Fax: ()

E-Mail:

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

Personal information on this form is collected under the legal authority of the *Municipal Act*, S.O., 2001, Chapter 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 & Protection of Privacy Act*. Questions about this collection should be directed to the Clerk's Office.

Clerk's Department Contact:

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