



## Council Deputation Request Form

In accordance with the Procedure By-law, deputations to Council are limited to 10 minutes in length, a completed "Council Deputation Request" form and all supporting material must be received by the Clerk no later than 9:00 a.m. on the Thursday prior the Council meeting in order that the deputations and the subject may be identified on the agenda.

Submission of this form prior to the deadline does not guarantee that your request for deputation is granted. The Clerk shall have discretion to limit the number of deputations in order to facilitate an orderly and timely meeting.

<b>REQUEST TO APPEAR BEFORE MUNICIPALITY OF McDOUGALL COUNCIL</b>	
Name: _____	
Address: _____	
Postal code: _____	telephone #: _____
E-mail address: _____	
Please indicate the date of the council meeting you wish to attend for deputation	
Date requested: _____	
Please provide a brief outline of the topic/issue you wish to speak about. Attach a separate sheet if necessary. <b>(please provide full presentations, handouts, information sheets etc. to be included in agenda package)</b>	
_____	
_____	
_____	
Please be advised that if an individual appears as a deputation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is <i>significant</i> new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.	
I have spoken on this issue before. Specific new information I wish to submit is as follows: <b>(please provide full presentations, handouts, information sheets etc.)</b>	
_____	
_____	
_____	
<b>All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Deputations are limited to 10 minutes.</b>	
I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the municipal website.	
I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to <a href="mailto:lwest@mcdougall.ca">lwest@mcdougall.ca</a> in accordance with the deadlines outlined above.	
_____ Signature	_____ Date