

**Request for Deputation**

Request for deputation must be submitted to the Clerk's Department by 4:30 on the Wednesday prior to the requested meeting.

PLEASE PRINT

**Council Meeting date:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number during the day:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Name of group or person(s) being represented (if applicable):** \_\_\_\_\_

**Short summary of your deputation including the gist of your deputation, but to be no more than one 8 ½" x 11" standard sheet of paper in accordance with the Procedure By-law (you may attach your sheet separately if necessary).**

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**Presentation Requirements:**

Presentations using PowerPoint or other electronic media must be submitted to the Clerk's Department on the Friday prior to the meeting.

**This Request for Deputation form is a public document.**

Please be advised that your deputation may be recorded in video and/or audio format and subject to media release and on the internet.

Personal information on this form will be used for purposes of sending correspondence relating to matters before Council and Council-In-Committee. **Your name, address, comments and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format and on the internet in an electronic format** pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended. **The applicant may request the removal of his or her personal information when submitting this form.** Questions about this collection should be directed to Clerk's/Administration Services.

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