



Deputation/Presentation Request Form

I am requesting deputation to speak:

on my own behalf

on behalf of a group/organization/association

Name(s) of Speaker(s) and Group/Organization/Association, if applicable:

Please note that all names of the individuals wishing to speak must be listed below.

Subject of Deputation/Presentation

Please describe the subject matter in sufficient detail below to demonstrate the purpose of the presentation. If your request is approved, you must provide a copy of your presentation/handouts to cao@hornepayne.ca or deputyclerk@hornepayne.ca no later than 12:00 p.m. seven (7) days prior to the Meeting at which you are approved to present.

Preferred Meeting Type: Virtual In-Person Preferred Date: _____

Telephone: _____ Email: _____

Signature of Speaker: _____ Date of Request: _____

In accordance with the Procedural By-Law, requests must be delivered to the CAO/Clerk or Deputy Clerk fourteen (14) days prior to the preferred meeting date you wish to present.

The Township reserves the right to refuse or defer any deputation at any time. Should your deputation request be refused, Staff may address your topic using an alternate method such as by letter, email, telephone or personal meeting.

Personal information contained within this form is being collected for the purpose of the deputation request and may be posted to a public Council Agenda if such request is approved. Questions regarding the collection of the information contained in the request form are to be directed to cao@hornepayne.ca or deputyclerk@hornepayne.ca.