



## REQUEST FOR DELEGATION BEFORE COUNCIL/COMMITTEE

### TOWNSHIP OF UXBRIDGE

Preferred Meeting and Date: \_\_\_\_\_

Background information for consideration by Council/Committee must be submitted three (3) business days prior to the preferred meeting. Electronic submissions should be submitted in Microsoft PowerPoint/Microsoft Word format to [info@town.uxbridge.on.ca](mailto:info@town.uxbridge.on.ca)

**I am requesting a delegation to speak:**

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

Will a PowerPoint/Electronic presentation be made?  yes  no **Note: An electronic copy of the PowerPoint/Electronic Presentation must be submitted to the Town Clerk no later than 3:00 p.m. on the Friday before the meeting.**

**Name(s) of Speaker(s)** A delegation wishing to appear before Council/Committee and consisting of no more than two (2) speakers will be allowed a total speaking time of not more than ten (10) minutes. Where a delegation consists of three (3) or more persons, the group may address the Council/Committee for no more than fifteen (15) minutes. Only those persons identified below will speak.

**Subject of Presentation**

Please describe the subject matter of the requested presentation in sufficient detail to provide the Township with means to determine its content and assess its relative priority to other requests for deputations. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with Council's Mandate. Please note, if you intend to include handouts, **fifteen (15)** hard copies need to be delivered to the Clerk's Office at least one (1) full business day prior to the scheduled day of the Meeting.

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

Date of Request: \_\_\_\_\_ Signature(s) of Speaker(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** Additional material may be circulated / presented at the time of the deputation. Scheduling will be at the discretion of the Clerk, and will be confirmed. 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 as suggested by the Clerk.

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca)

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. Questions about this collection should be directed to the Clerk's Office, The Corporation of the Township of Uxbridge, 51 Toronto St South, Box 190, Uxbridge, ON L9P 1T1.