



Deputation Request to Appear Before Council
(This form is mandatory before any request is considered)

(*) Signifies required information.

***Name of person and/or associate or organization wishing to appear:**

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***Topic of discussion (please be specific, provide details, and attach any additional information).**

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NOTE: All documents provided are open for public review to ensure transparency and openness of Council/Committee of the Whole meetings. All information/documents are posted on the Town's website in advance of the meeting. If requesting a closed (in-camera) audience with Council the subject matter must meet the requirements under the *Municipal Act*, Section 239.

Additional Information attached:	Yes	No
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***Purpose of Request:** (Please mark at least one)

<input type="checkbox"/>	Information or Educational Purposes only	
<input type="checkbox"/>	Requesting a Letter of Support	
<input type="checkbox"/>	Requesting Funding – Amount of Request	\$
<input type="checkbox"/>	Other (provide details)	

***Economic Impact** (Please mark and supply details)

<input type="checkbox"/>	Target Market:		
<input type="checkbox"/>	Partners:		
<input type="checkbox"/>	Budget Outline Attached:	Yes	No

***Activities to date relevant to this matter:**

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***Contact Person** (if different from above):

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***Mailing Address:**

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*Telephone Number:	
*Email Address:	

***Council Date Requested:**

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Council meetings are held on the 1st and 3rd Tuesday of each month and begin at 6:00 PM.

Your delegation **is not confirmed until you are contacted by the Clerk** who will confirm the date and placement on the Council Agenda.

Council / Committee of the Whole meetings are held on the 1st and 3rd Tuesday of each month and begin at 6:00 PM.

Requirements:

1. If you will be providing supporting documentation such as a PowerPoint presentation, it must be submitted to the Clerk, no later than 12:00 noon on the Wednesday, prior to the date which the Clerk has advised, on a memory stick or emailed to the Clerk.
2. If your software requirements are not compatible with the Town of Gananoque's software, you will be unable to use an electronic presentation.

Helpful Suggestions:

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point (Presentations/Delegations are restricted to ten (10) minutes, exclusive of any comments or questions from the Committee/Council).
- Keep in mind Council has already received your written material.
- Council may have questions or comments at the end of the presentation.
- Provide the Clerk with any relevant notes if they have not been handed out or published with the Agenda.

For further information, please contact Penny Kelly, Clerk at 613-382-2149 Ext. 1120 or via email at clerk@gananoque.ca.