

COUNCIL DELEGATION REQUEST FORM

TOWN OF HEPBURN

When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:

- the name and correct mailing address of the spokesperson;
- telephone number where the representative of the delegation can be reached during the day;
- originally signed, except when submitted by facsimile or e-mail; and,
- clearly setting out the subject matter to be discussed and the request being made of council.

A request to speak to council must be received by the administrator no later than the agenda deadline to be included on the agenda (5p.m. on the Friday prior to the Council meeting).

Name of person or group requesting to appear: _____

Council Meeting Date requested: _____

Topic of Discussion (be specific, provide details, and attach additional information as required):

Purpose of Presentation: information only request action/ support request funds

other: _____

Desired Resolution: _____

Activities to date relative to this matter: _____

Contact Person: _____

Address: _____ **Phone:** _____

E-mail: _____

Signature: _____ **Today's Date:** _____