

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 (4:30 p.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:** _____