



# TOWNSHIP OF SPALLUMCHEEN

## REQUEST TO APPEAR AS A DELEGATION

Name of Person or Group Making Presentation: \_\_\_\_\_

(Please Print)

**Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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

In order that we may process your request, please indicate which department and / or staff member you have been in contact with (if any):

**Subject of Presentation:**

**Purpose of Presentation:**

- Information Only       Request a Letter of Support  
 Request Funding       Other (provide details)

Are there any deadlines around your request?     yes     no    **Deadline Date:** \_\_\_\_\_

Will you be providing supporting documentation?     yes     no

If **yes**:     provide handouts at meeting  
             included in agenda package (submit one copy no later than 10 days prior to your requested appearance)

**Technical Requirements:**

Will you be using a PowerPoint presentation?     yes     no

If **yes**, you are required to submit your presentation prior to the meeting date to allow sufficient time to transfer the presentation onto the Township's computer and to ensure that your software requirement is compatible. Please note that delegations are allotted 30 minutes & are limited to 10 minutes of speaking time

Following receipt of your request, your information will be reviewed by the Corporate Officer and you will be notified as to how your request will proceed. Be advised that submission of your request does not constitute approval to appear. If you receive confirmation that your request has been approved or denied, you will be advised as such. If you receive approval to appear as a delegation, you will be provided with the date, time and location of the meeting. In accordance with the Township's Privacy Management Program Policy No. 0450.40, all submission information will become part of the public record.

**INTERNAL USE ONLY**

Reviewed and Approved to Appear as a Delegation

**Type of Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please note that all delegation information provided on the request form to the Township regarding the request to appear will be included in a public meeting agenda and as such considered a matter of public information as per the Township of Spallumcheen Privacy Management Program Policy No. 0450.040