



# TOWNSHIP OF CHATSWORTH

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## REQUEST TO APPEAR BEFORE TOWNSHIP OF CHATSWORTH COUNCIL

NAME:

ADDRESS:

POSTAL CODE:

TELEPHONE #:

E-MAIL ADDRESS:

The Council Chambers is equipped with a laptop and project. Please check your audio/visual needs:

\_\_\_\_\_ Laptop \_\_\_\_\_ Projector \_\_\_\_\_ Speakers/Microphone

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION

\_\_\_\_\_ Daytime: 1<sup>st</sup> Wednesday of the month at 9:00 a.m.

\_\_\_\_\_ Evening: 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.

DATE REQUESTED: \_\_\_\_\_

**Please identify the desired action of Council that you are seeking on this issue:**

\_\_\_\_\_

I have never spoken on this issue before. Key points of my presentation are as follows:  
**(please attach full presentation to be included in agenda package)**

\_\_\_\_\_

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic (s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:  
**(please attach full presentation)**

\_\_\_\_\_

In accordance with the Procedure By-law, Requests to Appear as a Delegation before Council must be received by the Clerk by 4:00 p.m. on the Wednesday before the Council meeting in order that the delegations may be listed on the agenda and the subject of the delegation be identified.

**All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.**

I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the Township's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to [psinnamon@chatsworth.ca](mailto:psinnamon@chatsworth.ca) in accordance with the deadlines outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date