

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