



**Deputation Request to Appear Before Council**  
(This form is mandatory before any request is considered)

(\*) Signifies required information.

**\*Name of person and/or associate or organization wishing to appear:**

**\*Topic of discussion (please be specific, provide details, and attach any additional information).**

**NOTE:** All documents provided are open for public review to ensure transparency and openness of Council meetings. All information/documents are posted on the Town's website in advance of the meeting. If requesting a closed (in-camera) audience with Council the subject matter must meet the requirements under the *Municipal Act*, Section 239.

Additional Information attached:	Yes	No
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**\*Purpose of Request: (Please mark at least one)**

Information or Educational Purposes only	
Requesting a Letter of Support	
Requesting Funding – Amount of Request	\$
Other (provide details)	

**\*Economic Impact** (Please mark and supply details)

	Target Market:	
	Partners:	
	Budget Outline Attached:	Yes      No

**\*Activities to date relevant to this matter:**

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**\*Contact Person** (if different from above):

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**\*Mailing Address:**

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**\*Telephone Number:**

**\*Email Address:**

**\*Council Date Requested:**

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Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and begin at 5:00 PM.

**Your delegation is not confirmed until you are contacted by the Clerk** who will confirm the date and placement on the Council Agenda.

Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and begin at 5:00 PM.

**Requirements:**

1. If you will be providing supporting documentation such as a PowerPoint presentation, it must be submitted to the Clerk, no later than 12:00 noon on the Wednesday, prior to the date which the Clerk has advised, on a memory stick or emailed to the Clerk.
2. If your software requirements are not compatible with the Town of Gananoque's software, you will be unable to use an electronic presentation.

**Helpful Suggestions:**

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point (Presentations/Delegations are restricted to ten (10) minutes, exclusive of any comments or questions from the Committee/Council).
- Keep in mind Council has already received your written material.
- Council may have questions or comments at the end of the dissertation.
- Provide the Clerk with any relevant notes if they have not been handed out or published with the Agenda.

For further information, please contact Penny Kelly, Clerk at 613-382-2149 Ext. 1120 or via email at [clerk@gananoque.ca](mailto:clerk@gananoque.ca).