

The Corporation of the Township of North Kawartha Procedural By-Law

APPENDIX “C” to By-law 2016-135**Request for Deputation / Presentation / Petition****I am requesting to speak:**

a) on my own behalf; **or b)** on behalf of a group / organization / association, if b), please state name of group / organization or association below:

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Name(s) of Speakers(s) and title / position, if applicable. All speakers must be listed:

Subject of Deputation / Presentation / Petition and Request of Council / Item on Agenda

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Scheduling Request Please state your preferred presentation date:

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Name:	Email:
Address:	Phone:

- Requests must be delivered / emailed to the Clerk no later than 16:30 h 4:30 p.m. five (5) business days prior to the meeting along with any presentation material.
- Those desiring to speak on matters of fact on a specific item listed on the Agenda shall be permitted to give notice to the Clerk no later than 13:00 h (1:00 p.m.) on the day prior to the meeting.
- Persons wishing to appear as a deputation not listed on the agenda may appear with consensus of the Members present.
- Deputations shall be limited to a maximum of ten (10) minutes speaking time, and where a Deputation consists of more than one person, all persons combined shall be limited to two (2) speakers and a maximum of fifteen (15) minutes speaking time.
- A Deputation may be refused when the subject matter is a matter of litigation or is beyond the jurisdiction of the Township of North Kawartha.

Freedom of Information and Protection of Privacy Act Personal Information is collected under the authority of the *Municipal Act* and will become part of the public record and may be made available for public viewing or distribution.

Accessibility: If you have accessibility needs or require alternate formats or other accommodations, Contact the Clerk at c.parent@northkawartha.on.ca or (705) 656-4445 (ext. 234) or 1-800-755-6931