



## Delegation Request Form

Delegations of individuals may be granted permission to address any meeting of the Authority provided that at least one week's advance notice stating the nature of the business to be discussed has been received. Delegations must provide a copy of their presentation or report one week in advance of any scheduled meeting. Delegations must outline the reasons for wanting to make a presentation to the Board. A copy of the presentation or report will be circulated to the Board with the Board package.

Delegations will be limited to 3-5 people who will be speaking to the presentation or report.

Delegations will be limited to a total of 15 minutes.

Delegations and members of the public will not be permitted to record Board meetings without the knowledge and permission of the Board.

Date of meeting you wish to speak at: \_\_\_\_\_

Name of person(s) making presentation (title or position if applicable):  
\_\_\_\_\_

Delegation group or organization: \_\_\_\_\_

Mailing address of delegation: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_ Phone # \_\_\_\_\_

Why do you wish to address the Board? : \_\_\_\_\_  
\_\_\_\_\_

Is there a specific request that the Maitland Conservation Board of Directors will be asked to consider?  
If yes, please provide the request.  
\_\_\_\_\_  
\_\_\_\_\_

Information submitted will be considered public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.

Office use

\_\_\_\_\_  
*Date request received*

\_\_\_\_\_  
*Request received by*

Confirmed with requestor on \_\_\_\_\_ (date) by \_\_\_\_\_ (phone or email)