

The Blue Mountains Public Library Deputations Request Form

Please complete this form and submit to the Board Secretary by noon, at least three (3) days prior to the date of the next scheduled Board meeting [noon Monday for a Thursday meeting]. Include a written brief, list of questions or presentation which will be made to the Board. If the Deputation Request Form is received later than the deadline, or if the agenda is deemed to be full, the Deputation will be rescheduled to the next Board meeting date.

Note: All scheduled Deputations' materials included within the application or provided during the actual presentation will be circulated to the Board members for review prior to the meeting and be entered into the official record.

Subject:

Contact Person:

Firm/Organization Representing (if any):

Address:

Email:

Phone:

Date/Month requesting Deputation for:

Completed by Board Secretary	
Date/Time Received: _____	Materials Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Redaction Required due to MFIPPA: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Scheduled for: <input type="checkbox"/> Next Board Meeting <input type="checkbox"/> Future Board Meeting _____	
Session Scheduled for: <input type="checkbox"/> Open <input type="checkbox"/> Closed (per <i>Public Libraries Act</i> Section 16.1.4) _____	
Board Secretary Signature: _____	

Submit completed form to LibraryCEO@TheBlueMountains.ca