



NVCA – REQUEST FOR DEPUTATION

8195 8TH Line, Utopia, ON, L0M 1T0 | Tel: 705-424-1479 | Fax: 705-424-2115

Please return this completed form along with a covering letter to the NVCA's CAO at the above noted address or email to kjenkins@nvca.on.ca

Preferred Date:	
Alternate Date:	

Person(s) to Appear:

Name	Title & Organization	Telephone & Email

Person(s) Requesting Appearance (if different from above):

Name	Title & Organization	Telephone & Email

Brief description of deputation subject matter:

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Note: Deputations to the Board of Directors are limited to 10 minutes.

I would like to use: ☐ Projector ☐ Laptop

Anyone wishing to provide a deputation with presentation material is asked to provide an electronic version in Microsoft Word, PDF or PowerPoint at least one week prior to the date of the Board of Directors meeting.

Note: Submission of this form does not guarantee the approval of your request for a deputation. The Chair and CAO of the NVCA will review your request, and you will be notified accordingly.

Personal information is being collected for the purpose of agenda preparation. By signing below you agree to the distribution of the information for that purpose.

Signature: _____