



## **DELEGATIONS FORM**

### **Request to Speak to the HWT Board of Trustees**

This form must be received by 12 noon two business days before the scheduled HWT Board meeting.

Requests for written submission/delegation can be submitted up to 12 noon one business day before the scheduled committee meeting.

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#### REQUESTOR INFORMATION

Name of Individual

Name of Organization

Contact Number

Email Address

Mailing Address

Reason(s) for delegation request

Will you be submitting a formal presentation?

Yes

No

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Requests to speak to the HWT Board will be placed on the next scheduled HWT Board meeting agenda for consideration. Once considered by the Board, and approved, you will be notified of the date for your presentation. Presentations are limited to 5 minutes. No questions are permitted to the HWT Board by the presenter.

This form is not for the purpose of presenting unsolicited proposals by Vendors to the Hamilton Waterfront Trust (HWT). Such proposals are subject to a competitive process as required by the HWT Purchasing Policy.

The HWT makes a video record of the HWT Board meetings. If you make a presentation to the Board, the HWT will be video recording you and will make the recording public by publishing the recording on the HWT's YouTube Channel.

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Submit Request to:

Email: [information@hamiltonwaterfront.com](mailto:information@hamiltonwaterfront.com)

Or

Send/Deliver to:           Hamilton Waterfront Trust  
                                  47 Discovery Drive  
                                  Hamilton, ON  
                                  L8L 8K4