



REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATION

Anyone wishing to be placed on an agenda to address Council may apply by submitting this form to the Corporate Officer before 12:00 p.m. on the Monday prior to the meeting. The request can either be a copy of this completed form or a separate letter that you have written outlining the topic of concern. You can submit the form in person at 305 Iles Way, mail (Box 100, Tumbler Ridge, BC V0C 2W0), fax 250.242.3993 or email atorrville@dr.ca.

The Corporate Officer will contact you to confirm that you are on the agenda for the requested meeting date. Policies and Priorities Committee meetings begin at 5:00 p.m. on the second Monday of each month and Council meetings take place at 5:00 p.m. on the first and third Monday of the month in the Council Chambers at 305 Iles Way (Town Hall). Delegations are scheduled at the start of the meeting.

As a delegation you are limited to fifteen (15) minutes to present your material.

PREFERRED MEETING & DATE

COUNCIL

Meeting Date Requested: _____

POLICIES & PRIORITIES COMMITTEE

Meeting Date Requested: _____

APPLICANT NAME AND CONTACT INFORMATION

Last Name:		First Name:	
Street Address:		City, Province, Postal Code:	
Primary Phone No.:	Fax:	Email:	

NAME OF PRESENTERS/ORGANIZATION

1. _____ 2. _____ 3. _____	<p>Supporting documentation (optional)</p> <p><input type="checkbox"/> Handouts at the meeting (please bring 10 copies and provide them to the Recording Secretary before the meeting begins)</p> <p><input type="checkbox"/> Audio/Visual presentation (must be received in pdf, jpg or PowerPoint format to atorrville@dr.ca before 11:00 a.m. on the Friday preceding the Meeting. Digital presentations are not accepted at the meeting. Phone 250.242.4242 for assistance)</p>
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SUBJECT AND PURPOSE OF PRESENTATION

Clearly outline the topic of your presentation:	
List desired outcome of the presentation:	
<input type="checkbox"/> For Information <input type="checkbox"/> Requesting Action	<input type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details): _____

IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION

- Freedom of Information and Protection of Privacy Act (FOIPPA) information collected on this delegation request form is done so under the general authority of the *Community Charter* and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purposes for which it was originally collected, or for a use consistent with that purpose.
- District of Tumbler Ridge public meetings are recorded and are made available online for public access. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials. You are also asserting that your presentation is in compliance with the Federal *Copyright Act*, and grant the District of Tumbler Ridge license to publish these materials.
- For further information regarding our collection, use, or disclosure of personal information, please contact the Corporate Officer at Town Hall at 250.242.4242.