



REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATE OR 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 noon on the Tuesday prior to the Monday's scheduled Council meeting. The request can either be a copy of this completed form or a separate letter that you have written which contains the information requested on this form. You can submit the form in person, mail (to PO Box 100, Tumbler Ridge, BC V0C 2W0), or fax 250.242.3993.

The Corporate Officer will contact you to confirm that you are on the agenda for the requested meeting date. Council meetings take place at 7:00 p.m. in the Council Chambers at Town Hall (305 Founders Street). Delegations are scheduled at the start of the meeting. **Each delegation is limited to fifteen (15) minutes to present your material.** You may speak on more than one topic or have more than one speaker but you must keep your presentation within the 15 minute allotted time frame.

Please attach any material you wish Council to review prior to the meeting. If bringing handouts please provide a copy to the Corporate Officer prior to the meeting.

Date: _____ Requested Meeting Date: _____

Name: _____ Telephone: _____

Address: _____ e-mail: _____

Topic: _____

Audio/Visual Needs (if yes, specify) _____

Action you wish Council to take: _____

Note: Council meetings are public meetings. Information on this form will become part of the public record and will be distributed to Council, staff, the media and the public. Information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The Agenda is available at the Town Hall, and on the website at www.tumblerridge.ca.