



REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Policies and Priorities meeting. Agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction;
- Bring Council update on a project, idea, or concept; and
- Make a specific request to Council.

Deadlines: Delegation Request Form and all supporting documentation, including written background material, presentations and any handouts must be submitted no later than 12:00 pm on the Monday prior to the meeting at which Council will head the delegation.

Support documentation format: Handouts or presentation material must be sent attached to this form on the same deadline. If sent by email, the material must be in PDF, jpg or PowerPoint format.

Return: by email to atorrville@dtc.ca; mail (PO Box 100, Tumbler Ridge, BC, V0C, 2W0); fax (250-242-3993); or in person at the Town Hall (305 Iles Way).

Confirmation: Delegations are not confirmed until you are contacted by the Corporate Services Department to confirm your place on the agenda.

Meeting format: Each delegation is permitted **15 minutes to present**, followed by an opportunity for Council to ask questions.

Please phone 250.242.4242 if you need any assistance.

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@dtc.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.

PREFERRED MEETING & DATE

(See the Council Meeting Schedule at www.districtoftumbleridge.ca/p/council-meeting or the Town Hall)

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APPLICANT NAME AND CONTACT INFORMATION

Last Name:	First Name:
Email (optional):	Phone number:

ORGANIZATION NAME, IF APPLICABLE, AND CONTACT INFORMATION

Organization:

Email (optional):

NAME OF PRESENTERS/ORGANIZATION

1. _____
2. _____
3. _____

SUBJECT AND PURPOSE OF PRESENTATION

Clearly outline the topic of your presentation:

List the desired outcome of the presentation:

PURPOSE OF PRESENTATION:

- ☐ For Information
- ☐ Requesting Funds
- ☐ Requesting action
- ☐ 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 purpose for which 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.