



**City of Castlegar**  
**WRITTEN APPLICATION TO APPEAR AS A**  
**DELEGATION BEFORE COUNCIL**

**To: The Director of Corporate Services**  
**City of Castlegar, 460 Columbia Avenue, Castlegar, B.C. V1N 1G7**  
**(By email: [castlegar@castlegar.ca](mailto:castlegar@castlegar.ca), or by fax: 365-4810)**

We hereby request to be placed on the agenda, as a delegation for the regular meeting of Council to be held:  
Choice #1: \_\_\_\_\_ (Date)  
Choice #2: \_\_\_\_\_ (Date)

Subject to be discussed or proposals to be made:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Spokesperson(s): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:**

1. **Anyone wishing to appear before Council as a delegation shall file with the Director of Corporate Services a written request clearly outlining:**
  - a) **the subject matter and/or proposals to be presented**
  - b) **the names of the spokespersons(s) / contact person(s).**
2. **The written request referred to above and supporting documentation must be received by the Director of Corporate Services not later than 3:30 p.m. on the Wednesday immediately preceding the meeting at which the delegation is to be heard. This information is included in the Council agenda package.**
3. **Delegations are permitted a maximum of 15 minutes to present their submission or petition to Council and this includes any time for questions following the presentation. The time limit may only be extended if so expressed by a majority of Council members present.**
4. **A petition to Council shall include the name of each petitioner with his/her residential address.**
5. **As Council limits the number of delegations to two for each meeting, the Director of Corporate Services will confirm which meeting at which you are scheduled to appear as a delegation. Please be certain to complete your first and second choice of dates in your request.**

c: Applicant  
Agenda File

[FOR CITY USE] Please confirm approval of this request. YES \_\_\_\_\_ NO \_\_\_\_\_