



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

Please submit to: castlegar@castlegar.ca

To: Director of Corporate Services
City of Castlegar
460 Columbia Avenue
Castlegar BC V1N 1G7

We hereby ask to be placed on the agenda as a Delegation for the regular meeting of Council to be held:

(1st Choice Date):

(2nd Choice Date):

Subject to be discussed or proposals to be made (attach supporting documents as necessary):

List any requested audio-visual needs; the City will accommodate if possible:

Name of Spokesperson(s):

Phone:

Email:

Contact Person(s):

Phone:

Email:

On Behalf of:

(Organization, Business, Self, etc.)

Signature of Applicant:

Date:

PROCEDURES:

1. Anyone wishing to appear before Council as a delegation shall file with the Director of Corporate Services a written request (this form) clearly outlining:
 - a) the subject matter and/or proposals to be presented, and
 - b) the names of the spokesperson(s) / contact person(s).
2. The abovementioned written request and any supporting documentation must be received by the Director of Corporate Services no later than 4:00 p.m. on the Tuesday 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, which includes 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 and residential address of each petitioner.
5. As Council limits the number of delegations to two for each meeting, the Director of Corporate Services will confirm which meeting you are scheduled to appear as a delegation. Please provide your first and second choice of dates in your request.

PRIVACY STATEMENT:

Regular Council meetings are public. Council chambers are equipped with audio and video recording devices. To increase accessibility and transparency, public Council proceedings are recorded, broadcast and posted publicly on the internet. The information on this form will become part of the public record and will be distributed to Council, staff, 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 or concerns about the collection and use of this information, please contact the Director of Corporate Services. The Agenda is posted on the Public Notice Bulletin Board at City Hall, 460 Columbia Avenue, and in the window of the Civic Forum at 101-445 13th Avenue. The complete Agenda package is available on the City website at www.castlegar.ca.