



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX Ph: (250) 339-2202
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Comox BC V9M 1R9

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

Organization you are representing: _____

Primary purpose of Organization: _____ Number of members: _____

Mailing address: _____

City: _____ Postal Code: _____

Contact name: _____ Email: _____

Phone: _____ Fax: _____

Subject matter: _____

Specific request of Council, if any (i.e., letter of support, funding):

Requested meeting and date: _____ AV equipment required: _____

Date of application: _____ Signature of applicant: _____
(or print name) _____

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.