



## REQUEST TO APPEAR AS A DELEGATION

### TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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**REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN THURSDAY 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: \_\_\_\_\_

Audio-visual equipment required: \_\_\_\_\_

Date of application: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

or Print Name: \_\_\_\_\_

**Please Note:**

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 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 Committee of the Whole, 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.