



## DELEGATION TO COUNCIL

**Requests to appear before Council must be in by Monday, the week prior to the Council meeting, and include any background information and/or presentation materials. Regular Council Meetings start at 8:30 a.m., and delegations are dealt with at 9:00 a.m. (Delegations must be in attendance by 8:45 a.m.)** Maximum presentation time is 10 minutes, with a 10-minute question period, unless previously approved. All written presentation material must be in by Tuesday 12 Noon, the week prior to the Council Meeting.

Please supply information as to the matter to be placed before Council. Please email your request and materials to [admin@dawsoncreek.ca](mailto:admin@dawsoncreek.ca), fax to 250.782.3203 or drop off at the Administration Department at City Hall.

Name of Person(s) Attending: \_\_\_\_\_

For (Organization): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require any audio, visual or Powerpoint equipment?  Yes  No

If Yes, Please Specify: \_\_\_\_\_

Date of Application: \_\_\_\_\_

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

Requested Meeting Date: \_\_\_\_\_