



DELEGATION REQUEST

A delegation is a presentation by a person or a group of persons on behalf of an organization or association wishing to appear before Mayor and Council. Delegation requests are required to be submitted to the Corporate Services Department at least ten (10) days prior to the relevant meeting.

1 GENERAL INFORMATION

ORGANIZATION OR ASSOCIATION

INDIVIDUALS PRESENTING (Name/Title)

REQUESTED MEETING DATE

Day	Month	Year

Application must be submitted 10 days prior to the meeting date.

2 CONTACT INFORMATION

CONTACT PERSON

TELEPHONE

EMAIL

3 TOPIC/SUBJECT OF PRESENTATION

(Please be specific and attach additional information if required. Maximum presentation time is 5 minutes.)

4 SUPPORTING INFORMATION (For distribution with agenda)

Attach background materials (bring 10 copies of your handout if your material is not published on the agenda)

Electronic presentation (provide with the delegation request to ensure technical compatibility)

Signature

Date

What to Expect:

- The delegation will be introduced by the Chair of the meeting.
- The delegate should then proceed to the podium.
- **Please be sure to state your name and address clearly at the start of your presentation and speak directly into the microphone provided.**
- Direct your presentation to Council and communicate through the Chair.
- The delegation is limited to five minutes.
- Be prepared, have a purpose, support your position with facts, state your request (if any) and be courteous, respectful and polite.

Personal Information

The personal information you provide on this form is collected under section 26(c) of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will be used for the purpose of processing your application to appear as a delegation before Colwood Council. If you have any questions about this collection, contact the Director of Corporate Services, City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-294-8141.

Webcasting

Meetings of Council are recorded and uploaded to the City website the day following the meeting. Your image, name, address and personal opinions may be collected and disclosed as part of Council proceedings.

Presentations

By speaking at these meetings, you are asserting that your visual presentation is in compliance with the Federal *Copyright Act* and grant the City of Colwood license to publish these items.

Office Use Only

Meeting Date:	_____	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Rejected
Signature:	_____	By:	<input type="checkbox"/>	Corporate Officer	
Applicant informed of decision	Date: _____		<input type="checkbox"/>	Chief Administrative Officer	
	By: _____		<input type="checkbox"/>	Mayor	