



Application to Appear Before Council or Committee of the Whole as a Delegate or Delegation

CITY OF NELSON

Anyone wishing to be placed on an agenda to address Council or Committee of the Whole may apply by delivering a request in writing to the Corporate Officer before Noon on the Friday ten days prior to the meeting date, or by completing this application form. Council meetings are held on the scheduled dates advertised each year and are held at 7:00 p.m. in the Council Chambers at City Hall, Suite 101 310 Ward Street, Nelson (with the exception of Statutory Holidays).

Each delegation is limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present pursuant to the *Council Procedure Bylaw*.

Date: _____

Fax: City of Nelson 250-352-2131

Name of Applicant: _____

On Behalf of: _____
(Organization, Business, Self, etc.)

Mailing Address: _____

Local Street Address: _____

Tel #:() _____ Fax:() _____ Email: _____

Issue Applicant wishes to Address: _____

(Provide additional information as an attachment if required)

List any requested audio visual needs:

Every effort will be made to accommodate all requests but the City cannot guarantee availability of specific equipment

Preferred Forum: Council -- or -- Committee of the Whole *please circle one*

Preferred Appearance Date: _____

Note: Council and Committee of the Whole meetings are public meetings. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public. The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The Agenda is posted on the Public Notice Bulletin Board at City Hall, 310 Ward Street, Nelson and on the City website at www.nelson.ca. Complete agenda packages are available for viewing at City Hall.

FOR CITY USE ONLY

Scheduled Council or Committee Appearance Date: _____

Corporate Officer Approval (Signature): _____

Additional information / instruction:
