

City of Duncan  
200 Craig Street  
Duncan, BC V9L 1W3  
Phone: 250-746-6126 Fax:250-746-6129  
[duncan@duncan.ca](mailto:duncan@duncan.ca)



## Delegation Application

I/we

\_\_\_\_\_  
(name(s))

\_\_\_\_\_  
(address)

request to appear as a delegation before:

- |   |   |
|---|---|
| <input type="checkbox"/> Council                          | <input type="checkbox"/> Environment Committee          |
| <input type="checkbox"/> Committee of the Whole           | <input type="checkbox"/> Persons With Disability Issues |
| <input type="checkbox"/> Centennial Celebration Committee | <input type="checkbox"/> Totem Committee                |
| <input type="checkbox"/> Other _____                      |   |

Please provide a brief overview of your presentation below, and attached a one-page (maximum) outline of your presentation. Please be specific.

Will you be requesting a grant or financial assistance?  Yes  No

Do you require audio visual equipment?  Yes (please specify requirement below.  No

Audio/visual equipment required:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(telephone)

\_\_\_\_\_  
(email)

Council and Committees welcome public comments, but as a courtesy to Council and Committee members who deal with lengthy agendas, we request that you present your information clearly and concisely in as short a time period as possible. All presentations will be kept to a maximum of 10 minutes. If you have a large amount of printed material or information to convey, please submit it as least one week before the meeting and it will be circulated to Council and/or Committee members for their review in preparation for the meeting. If the delegation consists of more than one person, **please appoint one person to speak on behalf of your group.**

### For Internal Use Only

Request approved \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_ Date of Meeting \_\_\_\_\_  
Director of Corporate Services/CAO

Copy:  Mayor  CAO  Director of Finance  Director of Public Works  
 Director of Development Services