



## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive by 7:20 pm and be prepared for the council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is appropriate to address the chairperson as Your Worship or Mayor Russcher.

The District Office will advise you of which Council meeting you will be scheduled for. For more information contact Jeanette O'Connor, Manager of Finance at 250-726-4771 or email; [info@ucluelet.ca](mailto:info@ucluelet.ca)

Requested Council Meeting Date: _____
Organization Name: _____
Name of Presenter(s): _____
Mailing Address: _____
Office & Cell Phone: _____
Email Address: _____
Audio/Visual Requirements: Laptop _____ Projector _____ Screen _____
Topic of Discussion: _____
_____
Action you wish Council to take: _____
_____