



MOUNTAINS OF OPPORTUNITY

**CRANBROOK**

# DELEGATION APPLICATION

**To: Mayor and Council**

I / We \_\_\_\_\_

of \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

request to appear as a delegation before the City of Cranbrook Council meeting to be held on \_\_\_\_\_

(Note: List of Council dates are available through the City Clerk or on the City Website at [www.cranbrook.ca](http://www.cranbrook.ca) ) **The purpose of the delegation is to present the following:**

- A copy of all information regarding the presentation must accompany this application.
- Delegation requests are subject to approval by the Mayor and Chief Administrative Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cranbrook reserves the right not to approve of such delegations
- The City of Cranbrook cannot guarantee you will be scheduled on the date requested.

**Please indicate if your presentation includes an electronic presentation:**  Yes  No

If you require the use of the City's audiovisual equipment, you will be required to provide the content of your presentation, electronically, to the Executive Assistant, Office of the CAO, at [thorsteinson@cranbrook.ca](mailto:thorsteinson@cranbrook.ca) at least three business days in advance of the Council meeting date to ensure the format of your presentation is compatible with the City's equipment.

***I/We acknowledge that only the above matter will be discussed during the presentation.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

**Return completed and signed form to the City Clerk  
2<sup>nd</sup> Floor, City Hall, 40-10<sup>th</sup> Avenue South, Cranbrook, BC V1C 2M8 or fax to: (250) 426-7264**

This information is collected by the City of Cranbrook in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Cranbrook City Council. Should you have any questions about the collection of this personal information, please contact the City of Cranbrook, City Clerk / FOI Coordinator at 250.426.4211.

**Please Note: The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.**

\_\_\_\_\_ **Applicant's Initials**

0530.07 Delegation Application Form (Rev May 2017)