



R-5 - 2021-12-17

(please provide name of all delegates speaking)

Organization:	Email:
Organization Address:	Phone:

I require access to the Internet*. ☐ Yes ☐ No

****If you answered YES to either question, please provide details (file types, etc.); NOTE: all electronic presentations must be compatible with Windows operating system.***

♦ If you answered YES in the case of a petition, *the petition must be an original copy and include the printed name and address of each petitioner; and the petition must deal with an issue or matter that falls within Council's jurisdiction.*

ALL MATERIALS (*) TO BE PRESENTED RELEVANT TO THE PETITION OR DELEGATION ARE TO BE RECEIVED BY THE CITY
CLERK AT LEAST (4) WORKING DAYS PRIOR TO THE DAY OF THE MEETING.

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**Purpose of your presentation to Courtenay City Council:**

1. Are you requesting funding or in-kind support*? ☐ Yes ☐ No

**If you answered YES, requests for funding or in-kind support should be directed to Financial Services by email:*

finance@courtenay.ca for consideration in the City's Grant-in-Aid process as outlined in *City Policy #1850.00.04 -*

Provision of Grant-in-Aid and other Forms of Financial Support. For updates or information related to the City's Grant-In-Aid program, please visit the Financial Services Department "Grants" webpage: www.courtenay.ca/grants

2. Please describe the purpose of your presentation to Courtenay City Council:

ABOUT COURTENAY CITY COUNCIL MEETINGS:

Courtenay City Council meetings begin at 4:00 p.m. and take place at the Comox Valley Regional District (CVRD) Civic Room, 770 Harmston Ave, Courtenay *unless otherwise posted*. For the most current Courtenay Council Calendar, agendas, minutes, and videos, go to www.courtenay.ca/councilmeetings.

For information on *Council Procedure Bylaw No. 2730, 2013*, go to www.courtenay.ca/cityhall/bylaws.

IMPORTANT:

Delegation presentations to Council are restricted to ten (10) minutes maximum. Applications to appear must be received in writing at least 4 working days prior to the day of the meeting. Delegation presenters should be in the CVRD Civic Room on or before 4:00 p.m. on the day of the meeting. If participating virtually via Zoom, please login to the meeting no later than 3:45 p.m.

Applicant:	Signature:	Approved by: <small>OFFICE USE ONLY</small>	Council Meeting Date: <small>OFFICE USE ONLY</small>
	Date:	Approval Date: <small>OFFICE USE ONLY</small>	Delegation Confirmed? <input type="checkbox"/>
<div> <div>Copy to Department:</div> <div> <input type="checkbox"/> Recreation & Cultural Services <input type="checkbox"/> Development Services <input type="checkbox"/> Engineering Services </div> </div> <div> <div><small>OFFICE USE ONLY</small></div> <div> <input type="checkbox"/> Legislative & Corporate Services <input type="checkbox"/> Public Works Services <input type="checkbox"/> Finance </div> </div>			

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Director of Legislative Services by email: info@courtenay.ca ATTN: Director of Legislative Services or by phone: 250-334-4441.