

# Subject: **Delegation Form: DBIA Member/ Public**



Document No: **DBIA-FORM-007**  
Book: **FORMS MANUAL**

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If you are interested in appearing at a DBIA board meeting, please apply to be a registered delegation. When your delegation request has been received, you will be notified by a staff member of your presentation's time and date. There is a limit of three delegations per meeting and a time limit of 10 minutes per delegation. Groups speaking as a delegation are encouraged to select one spokesperson. These forms should be submitted at least 10 business days prior to the scheduled DBIA Board Meeting either to the DBIA office in person or via email to [dbia@downtowntrenton.ca](mailto:dbia@downtowntrenton.ca) with the Subject Line: 'Requests.' The Board Members will review the form and address the case at the next scheduled Board meeting which typically take place on the 1<sup>st</sup> Tuesday of each month, although there may be occasional changes due to scheduling conflicts.

Date: (Month/Day/Year) \_\_\_\_\_

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*The Topic I would like discussed at the next Board Meeting is* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*My suggestion will help* \_\_\_\_\_

\_\_\_\_\_

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