

# DELEGATION REQUEST

Citizen involvement in local government is an essential part of the democratic process and Council welcomes your input as a delegation. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by Council your presentation will be subject to the guidelines outlined on the reverse.

Submit your complete application to the Corporate Officer by 4:30 p.m. on the Monday of the week prior to the meeting you wish to attend at: 474 South Fletcher Road, Gibsons, BC, Fax 604-886-9735, email info@gibsons.ca

<b>Meeting Date Requested</b>		<b>Date of Request</b>							
<b>Select Meeting:</b>	<b>Council</b> (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday, 7pm) <input type="checkbox"/>	<b>Planning &amp; Devel. Cmte.</b> (1 <sup>st</sup> Tuesday, 3pm) <input type="checkbox"/>	<b>Committee-of-the-Whole</b> (3 <sup>rd</sup> Tuesday, 3pm) <input type="checkbox"/>						
<b>Applicant Name (&amp; Contact Name)</b>									
<b>Title/Organization</b>									
<b>Address</b>									
<b>Contact Phone Number</b>		<b>Email Address</b>							
<b>Subject of Presentation</b>									
<b>Individuals Making a Presentation to Council</b>	<table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Title</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> </tbody> </table>			Name	Title	1.		2.	
Name	Title								
1.									
2.									
<b>Purpose of Presentation</b>	<input type="checkbox"/> information only <input type="checkbox"/> requesting a letter of support <input type="checkbox"/> requesting funding <input type="checkbox"/> other (provide details)								
<b>Will you be providing supporting documentation?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes:</i> <input type="checkbox"/> handouts at meeting (bring at least 10 copies) <input type="checkbox"/> publication in agenda (one original due by 4:30 p.m. on the Monday of the week prior to your appearance date)								
<b>Technical Requirements</b>	<input type="checkbox"/> flip chart <input type="checkbox"/> easels (number required __) <input type="checkbox"/> multimedia projector <input type="checkbox"/> laptop <input type="checkbox"/> other (provide details)								

# COUNCIL DELEGATION INFORMATION

## The Procedure Bylaw:

- A maximum of ten (10) minutes per delegation per topic, regardless of how many speakers.
- There should be no more than two (2) speakers per delegation.
- Any material you would like included on the agenda, should also be provided to the Corporate Officer by 4:30 p.m. on the Monday of the week prior to the Council meeting.
- You may not be a delegation for the meeting date requested, as we are limited to two delegations per meeting, on a first come - first served basis.
- Delegations are not to appear regarding development applications that are currently under consideration and for which a public input opportunity will be held.

## Other Important Requirements:

- PowerPoint Presentations must be provided to the Corporate Officer at least one (1) day prior to the meeting to test for software compatibility and pre-load on the Town's computer.
  - Presentations must not be for the purposes of personal, professional or pecuniary benefit.
- Delegations are not permitted regarding contentious issues if staff are actively dealing with the matter and a public input opportunity will be held on the matter in the future.
- Delegations regarding any aspect of an Official Community Plan or a Zoning application are prohibited between the conclusion of a Public Hearing and Final Reading of the Bylaw.

## Helpful Presentation Suggestions:

- Arrive in advance of the meeting start time as delegations are heard as one of the first items of business
- be prepared
- have a purpose
- support your position with facts
- state your request, if any
- direct your presentation to the Council, and communicate through the Chair (Mayor)
- be prepared to answer questions from Council
- be courteous, respectful and polite
- bring 8-10 copies of your handouts if your material is not published in agenda
- provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda

(Print name of delegate/representative)

Signature

Date

### For Office Use Only

Approved  Rejected

by:  Corporate Officer  CAO  Mayor

By (signature): \_\_\_\_\_ Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature): \_\_\_\_\_

File No.: 0550-01