

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