

# 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 at: 474 South Fletcher Road, Gibsons, BC,  
Fax 604-886-9735, email [info@gibsons.ca](mailto:info@gibsons.ca)

Date of Request			
Applicant Name ( & Contact Name)			
Title/Organization			
Address			
Contact Phone Number		Email Address	
Subject of Presentation			
Individuals Making a Presentation to Council	Name		Title
	1.		
	2.		
Purpose of Presentation	<input type="checkbox"/> information only		<input type="checkbox"/> requesting a letter of support
	<input type="checkbox"/> requesting funding		<input type="checkbox"/> other (provide details)
Will you be providing supporting documentation?	<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)
Technical Requirements	<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