



District of Vanderhoof Appearing Before Council as a Delegation

- Council meetings are held the second and fourth Monday of each month.
- There is a limit of three delegations per meeting; therefore, we advise that delegations book well in advance of the desired date.
- Delegations are heard at 5:35 pm at Regular Council Meetings. Please contact the Corporate Services Division at 250-567-4711 for details.
- Delegations are permitted ten (10) minutes for their presentation. Council may ask questions after the presentation for clarification.
- If you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents no later than noon on the Wednesday prior to the meeting.
- PowerPoint presentations are limited to a maximum of ten slides.
- In order to schedule a date to appear before Council, delegations must provide the information on the attached form. This information will be included in the agenda. The provision of this information clarifies the purpose of the delegation for Council and allows Council Members to become familiar with your topic and obtain any necessary background information.
- Your address will be included with your delegation information and circulated to Council; if you do not wish your address to be included in the public agenda, please advise Corporate Services.

DELEGATION REQUEST TO APPEAR BEFORE DISTRICT COUNCIL

(This form is mandatory before any request is considered)

Name of person and associate or organization wishing to appear:	
Topic of discussion: (please be specific, provide details, and attach additional information if required)	
Purpose of presentation:	
Information only	Requesting a letter of support
Requesting funding	Other (provide details)
Activities to date relevant to this matter: (attach additional information if required)	
Contact person (if different than above):	
Mailing address:	
Daytime phone number:	Email address:
Council Meeting date requested:	
Meeting Schedule: http://www.vanderhoof.ca/municipal-hall/council-meetings/	
Requirements:	
<ul style="list-style-type: none">• If you will be providing supporting documentation such as a PowerPoint presentation, you are required to submit the presentation no later than 12:00 pm on the Wednesday prior to the meeting flash drive/memory stick or via email.• PowerPoint presentations are limited to a maximum of ten slides.• If your software requirements are not compatible with the District of Vanderhoof's software, you will be unable to use an electronic presentation.	
For more information contact:	
Corporate Services • 160 Connaught St. • Vanderhoof BC Telephone (250)567-4711	
www.vanderhoof.ca	

To facilitate constructive and effective public engagement, the following information is provided:

1. A ten-minute time limit is necessary regardless of how many people will speak. PowerPoint presentations are limited to a maximum of ten slides.
2. **The name of the person and/or group will be published in the agenda and minutes (available to the public and on the internet).**
3. If your material is not published in the agenda, bring sufficient handouts for the Council members (10 copies minimum). The District of Vanderhoof will not provide photocopying services.
4. Direct your presentation to Vanderhoof Municipal Council.
5. Participate with integrity. A collaborative and respectful approach is appreciated.
6. Be concise.
7. Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
8. Delegations with regard to any aspect of an Official Community Plan or a Zoning application are prohibited between the conclusion of the Public Hearing and the Adoption of the by-law.
9. All communication and petitions intended to be presented to Council shall be legibly written, typed, or printed; signed by at least one person; dated; and include a contact phone number or address before being accepted.
10. Your presentation may not be on the date requested due to prior commitments or staff resources.
11. Your delegation is not confirmed until you are contacted by District of Vanderhoof staff to confirm your place on the agenda; all requests are authorized by the Corporate Officer.

Helpful Suggestions:

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones and pagers.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point.
- Allow for extra time at the end of the presentation for a question and answer period.
- Provide the Recording Secretary with any relevant notes if they have not been handed out or published in the agenda.

*Name of Delegate/Group Representative

Date

Send completed application forms to corporate@district.vanderhoof.ca

FOR OFFICE USE ONLY

Approved

Declined

Other

By: (signature)

Appearance date:

Applicant informed of decision on:

By: (signature)

Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Community Charter*, the *Local Government Act*, and the District's by-laws.