

REQUEST TO APPEAR AS A DELEGATION

DATE SUBMITTED:

PREFERRED COUNCIL MEETING DATE
<i>*Please submit this application form seven working days prior to the preferred Council meeting date.*</i>
Date

APPLICANT INFORMATION	
Name	
Mailing Address	
Phone Number	Email

NAME OF PRESENTERS/ORGANIZATION	
1.	Supporting Documentation (optional) <input type="checkbox"/> Handouts at the meeting <i>(please bring at least 10 copies, the Town does not provide reproduction services)</i> <input type="checkbox"/> Publication in agenda <i>(due by 4:30pm seven working days prior to your requested meeting date)</i> Do you require the projector? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation.</i>
2.	
3.	

SUBJECT OF PRESENTATION	
Describe	<input type="checkbox"/> For information <input type="checkbox"/> Requesting a letter of support <input type="checkbox"/> Requesting action <input type="checkbox"/> Other (provide details):

COUNCIL DELEGATION INFORMATION

THE PROCEDURE BYLAW (no. 733, 2019)

- Council meeting dates can be found by visiting our website. ([click here](#))
- Any person wishing to speak to Council should notify the Corporate Administrator in writing seven working days prior to the requested meeting date.
- Speakers will be limited to the subject matter and to a total of 5 minutes, regardless of the number of speakers.
- Delegations concerning a bylaw where a public hearing has been held will not be permitted ☐ The maximum number of delegations per meeting is five (5).
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation.
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council.

OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet.
- Please provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda.
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

HELPFUL PRESENTATION SUGGESTIONS

- Please arrive early. Delegations are scheduled at the start of the meeting.
- Presentations are directed to Council and communication is made through the Chair (Mayor).
- Please use the microphone provided.
- Be concise. It is highly recommended to leave room for questions within the 10 minutes.
- Support your position with facts and be prepared to answer questions from Council.
- A respectful approach is appreciated, and debates are generally not permitted during the presentation.

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

EMAIL: gbtown@qualicumbeach.com

APPLICANT'S DECLARATION

I understand and agree with these delegation procedures.

Signature

Date

DEPARTMENT USE ONLY

APPROVED for Council meeting date on: _____

DECLINED

Signature

Date

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Request to Appear as a Delegation. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.