

Appearing Before Council as a Delegation

- Council meetings are held most Tuesdays. Please refer to the [calendar](#) for the dates.
- 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 3:00 pm at Regular Council Meetings. There is also an opportunity to book a delegation in the evening, after a scheduled 7:00 pm Public Hearing; some restrictions apply. Please contact the Legislative Services Division at 250-828-3496 for details.
- Delegations are permitted ten (10) minutes for their presentation. Council may ask questions after the presentation for clarification.
- 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 Legislative Services.

DELEGATION REQUEST TO APPEAR BEFORE CITY 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: _____

To view a schedule of Council Meetings, visit:
<http://www.kamloops.ca/mayor/calendar.shtml>

Requirements:

- If you will be providing supporting documentation such as a PowerPoint presentation, you are required to submit the presentation no later than 12:00 noon on the Thursday prior to the meeting on a CD, DVD, or a flash drive/memory stick.
- If your software requirements are not compatible with the City of Kamloops' software, you will be unable to use an electronic presentation.

For more information contact:

Legislative Services • 7 Victoria Street West • Kamloops BC V2C 1A2
Telephone: 250-828-3496 • Fax: 250-828-3578 • www.kamloops.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. Try to leave time for questions.
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 (15 copies minimum). The City of Kamloops will not provide photocopying services.
4. Direct your presentation to Kamloops City Council.
5. Use the microphone provided.
6. Participate with integrity. A collaborative and respectful approach is appreciated.
7. Be concise.
8. Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
9. 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.
10. 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.
11. Your presentation may not be on the date requested due to prior commitments or staff resources.
12. Your delegation is not confirmed until you are contacted by City of Kamloops 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

By clicking "Submit" I am stating that I understand and agree to these rules for delegations.

*Typed name is considered as your signature

FOR OFFICE USE ONLY

Approved Declined Other

By: (signature) _____

Appearance date: (if applicable) _____

Applicant informed of decision on: (date) _____

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 City's by-laws. If you have any questions about this collection, contact the Corporate Officer, City of Kamloops, 7 Victoria Street West, Kamloops BC, V2C 1A2, 250-828-3311.