



Village of New Denver
P.O. Box 40, New Denver, BC V0G 1S0 • office@newdenver.ca
PHONE (250) 358-2316 • FAX (250) 358-7251

DELEGATION TO COUNCIL REQUEST FORM

Applicant Name: _____

Title/Organization: _____

Contact Phone Number: _____ Email Address: _____

Preferred Council Meeting Date for Delegation: _____

Alternate Council Meeting Date for Delegation: _____

Name of person(s) making the presentation: _____

Title/Topic of Presentation: _____

Purpose of Presentation:

- Information Only
- Requesting a Letter of Support
- Other (Please provide details below.)

Briefly describe the topic and reason for the delegation:

What action will you be asking Council to take?

Have you spoken with Village staff about this request?

Yes

No

If you have spoken to Village staff about this request, what was the result?

Will you be providing supporting documentation?

Yes

If yes: Handout

PowerPoint Presentation

No

Presentation Requirements:

Laptop

Tripod for posterboard

Multimedia Projector

Flipchart

Note: All supporting documentation whether paper or electronic must be provided to the Corporate Officer corporate@newdenver.ca no later than 4:00 p.m. on the Thursday before the meeting. This form and any background material provided may be published in the public agenda.

Arrangements can be made, upon request, for you to familiarize yourself with the Council Chamber equipment on or before your presentation date.

Rules for Delegations:

1. Delegations must submit a Delegation to Council Request Form to the Village Office. Submission of a request does not constitute approval nor guarantee a date. The request must first be reviewed by the Corporate Officer.
2. The Corporate Officer will review the request and, if approved, arrange a mutually agreeable date with you. You will receive a signed and approved copy of your request form as confirmation
3. A maximum of three delegations will be permitted at any Regular Meeting of Council or Committee of the Whole meeting.
4. Delegations are scheduled on a first-come, first-served basis, subject to direction from the Mayor, Council, or Chief Administrative Officer.
5. The Mayor, Chief Administrative Officer or Corporate Officer may reject a delegation request if it regards an offensive subject, has already been substantially presented to council in one form or another, deals with a pending matter following the close of a public hearing, or is, or has been, dealt with in a public participation process.
6. Supporting submissions for the delegation must be provided to the Village Office by 4:00 PM on the Thursday prior to your appearance date.
7. Delegations will be allowed a maximum of ten minutes to make their presentation.
8. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
9. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request, if any
- do not expect an immediate response to a request
- multiple-person presentations are still 10 minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Corporate Officer may ask for any relevant notes (if not handed out or published in the agenda) to assist with the accuracy of our minutes

I understand and agree to these rules for delegations

Name of Delegate or Representative of Group

Date

Signature

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The Village of New Denver at 250-358-2316 or at Box 40, 115 Slocan Ave, New Denver, BC.

For Office Use Only

Approved by:

Corporate Officer

Appearance date:

Receipt emailed on:

Rejected by:

Mayor

Applicant informed on:

CAO

Applicant informed by: