



## DELEGATION APPLICATION

### CONTACT INFORMATION: (please print)

Full Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** Delegation is the term used to define the process whereby an individual(s) appears before City Council or Committee to make a presentation, enter a request for action, provide an update on a project/idea/concept, or to provide further information on an issue currently before Council/Committee for a decision. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

### APPEAR BEFORE: (please circle one)

Council                      Environment & Sustainability Committee                      Totem Committee  
Committee of the Whole                      Advisory Committee on Disability Issues                      Tourism Committee  
Other: \_\_\_\_\_

**Note:** Council and Committee Meetings are public unless closed to protect public interest pursuant to the *Community Charter*. Presentations at Council meetings will be viewed live with audio and video recorded to be televised by Shaw Cable at a later date, and posted on the City's website. This application may become part of the public record in the meeting agenda, which will be available online at [www.duncan.ca](http://www.duncan.ca). If you do not wish personal information to be made public, please note this on your application.

### PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attached a one-page (maximum) outline of your presentation:

Proposed Action by Council/Committee: \_\_\_\_\_

Will you be requesting a grant or financial assistance?  No  Yes (See Finance Assistance Procedures)

Audio/visual equipment required:  No  Yes, requirements are:

**Note:** A copy of your presentation, supporting materials, and PowerPoint presentation (if applicable) **must be submitted one (1) week prior** to the date on which the meeting will be held. Delegations are provided up to 10 minutes to the address Council/Committee, so please present your information clearly and concisely.

### SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that Comments that are defamatory, hateful, racist, discriminatory, homophobic, sexist, contrary to good morals or disrespectful will not be tolerated.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

### OFFICE USE ONLY:

Approved: (Director of Corporate Services)

Scheduled Meeting Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

### APPLICATION PROCEDURES:

The following procedures must be followed to appear as a delegation before City Council, the Committee of the Whole, or any other City of Duncan Committee:

The request to appear as a delegation must fill out a 'Delegation Application' form and must include:

- Purpose of the presentation.
- Proposed action of Council/Committee (must be within the authority of the City).
- Contact details the person who will speak on behalf of the delegation.

Staff will respond to your request as soon as possible once it is received. If you are approved as a delegation, you will be scheduled for the first available meeting date. A copy of your presentation, supporting materials, and PowerPoint presentation (if applicable) **must be submitted one week in advance of the scheduled meeting date** so that a copy of the intended presentation can be provided to Council or Committee members for review prior to the meeting so they can properly consider your presentation.

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### FINANCIAL ASSISTANCE PROCEDURES:

If requesting a financial contribution, please complete and submit the Grant-in-Aid Application Form to [duncan@duncan.ca](mailto:duncan@duncan.ca). The forms are available at [www.duncan.ca](http://www.duncan.ca) or from City Hall.

**Note:** Grant-in-Aid applications must be submitted by September 15<sup>th</sup> of each year for consideration in the following year's budget during deliberations in the fall. Funds for approved grant applications will be dispersed to the organization by the end of February the following year.

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### MEETING PROCEDURES:

Staff will confirm the date and time of the meeting you are scheduled to attend. Delegations must be present at the beginning of the meeting as it is not possible to predict the exact time the delegation will be heard.

Delegations will have a maximum of **ten (10) minutes** for the verbal or visual presentation; please do not go over time.

Council meetings are held in Council Chambers and are televised. When the Mayor calls you, please come forward to the podium and introduce yourself by speaking into the microphone in a clear voice. Committee meetings take place in the Committee Room, when the Chair calls you please come forward to the Committee table.

Please use the following forms of address, not first names, regardless of how well you know the members:

- Mayor - Mr. Mayor or His Worship or Mayor (last name)
- Councillors - Councillor (last name)
- City Staff - Title or by Name (e.g. CAO, Ms. or Mr.)

At the end of your presentation, clearly and succinctly summarize any requests being made to the Council or Committee. Council or Committee members may ask questions if they feel clarification is necessary. If you respond to questions, please address responses through the Mayor or Chair.

**Note:** Council often does not make final decisions for requests at the meeting. Typically requests are referred to staff or another Committee for review, report, and recommendations to Council.

*Thank you for taking time to prepare for your delegation with Council. Your participation in our local government is greatly appreciated. - City of Duncan Mayor and Council*