



DELEGATION GUIDELINES

1. In order to schedule a date to appear before Council, delegations must provide minimum information, identified on the form for inclusion in the agenda. The provision of this information clarifies the purpose of the delegation to Council. A maximum of two (2) delegations are heard, and delegations are usually heard at the beginning of the meeting.
2. Delegations are permitted a maximum of fifteen (15) minutes with Ten (10) minutes allocated for the presentation and five (5) minutes are allocated for the Council to ask questions
3. Delegations will be heard and may then be asked questions by Council. After all the questions are finished, Council will not debate the issue and any recommendations will be brought forward at the next Regular Council meeting unless Council as a whole agrees to proceed with a decision. Once the presentation has been completed the members of the delegation cannot speak, while Council discusses the issues. Once the presentation is complete the delegation is free to leave the meeting or stay and listen to the remainder of the meeting.
4. The Village has the ability to provide electronic presentations, should the delegation require the equipment please notify staff for assistance. Powerpoint presentations should be either sent via email in order to test on Village equipment and should be received no later than 10:00 am two (2) days prior to the meeting. Paper copies of your presentation should be brought as backup in case of system failure.
5. If you have additional printed materials that the delegation would like Council to read as support to the presentation, please deliver a copy of the material to the Chief Administrative Officer (CAO) NO LATER THAN nine (9) days prior to the meeting. This will ensure Council will receive your material prior to the meeting and be better informed as to the background of the presentation. Additional copies should be printed and made available to the media on the day of the presentation.

ALL DELEGATIONS ARE BOOKED THROUGH THE CAO/CORPORATE OFFICER

Telephone: (250) 459-2261 or by Fax: (250) 459-2227

Email: admin@village.clinton.bc.ca



DELEGATION REQUEST FORM

In order to appear before Council as a delegation, please take the time to complete this form. It will help in providing Council and staff with an overview of the presentation and the key points Council needs to be aware of. We ask that the presentation be **kept to a MAXIMUM of ten (10) minutes** so that there will be reasonable time for Council to ask questions, should they wish to do so.

PLEASE NOTE that the information contained on this form and any supporting materials will be included on the agenda (time permitting) and will be therefore made available to the public and the media at the time the agenda is published.

1. Name of Organization or Group

2. Name(s) and title(s) of Person(s) making presentation

3. The topic of the presentation to Council

4. What is the desired outcome of the presentation (funding, letter of support, change in bylaw or policy, to provide information only)

5. If funding assistance is requested, please explain why Council should be funding the request

6. If seeking funding please attach a budget for the project and expected sources of revenue

Budget attached including expected sources of revenue