City of Kamloops
Delegation Request

DELEGATION REQUEST TO APPEAR BEFORE CITY COUNCIL
(This form is mandatory before any request is considered)

Name and title 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 funding
- ☐ Requesting a letter of support
- ☐ Other (provide details)

Activities to date relevant to this matter: (attach additional information if required)

*Please ensure all three pages of this form are completed before clicking "Submit".

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APPEARING BEFORE KAMLOOPS CITY COUNCIL AS A DELEGATION

- Council meetings are held most Tuesdays. Please refer to the Council calendar for meeting dates at www.kamloops.ca/council/councilcalendar.shtml.

- There is a limit to the number of delegations permitted per meeting; therefore, the City advises that delegations book well in advance of the desired date. Your presentation may not be heard on the date requested due to prior commitments or staff resources.

- Delegations are heard at either 1:30 pm or 3:00 pm at Regular Council Meetings. The time will be determined by Legislative Services, and you will be contacted prior to the meeting to confirm the start time of your delegation.

- Your delegation is not confirmed until you are contacted by City staff to confirm your place on the agenda.

- In order to schedule a date to appear before Council, delegations must provide the information requested on the attached form. Your name and address will be published in the agenda and minutes which are available to the public and on the City's website. 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.

- Delegations are **permitted ten (10) minutes** for their presentation. This is monitored by an electronic timer at the speaker's podium. Council may ask questions after the presentation for clarification.

- If you will be providing supporting documentation and/or a PowerPoint presentation, you are required to submit them no later than 12:00 noon on the Wednesday prior to the meeting. PowerPoint presentations are limited to **maximum of ten (10) slides**.

- If the delegation's documents cannot be published in the agenda, please bring sufficient copies for Council and staff (minimum 17 copies). The City does not provide photocopying services.

- Delegations with regard to any aspect of an Official Community Plan or a rezoning application are prohibited between the conclusion of the Public Hearing and the adoption of the bylaw.

- 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.

For more information, contact:

Legislative Services • 7 Victoria Street West • Kamloops BC V2C 1A2
Telephone: 250-828-3446 • Fax: 250-828-3578 • www.kamloops.ca • legislate@kamloops.ca

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HELPFUL SUGGESTIONS FOR AN EFFECTIVE PRESENTATION

- Arrive 15 minutes in advance of the meeting start date. The Legislative Assistant will meet with you briefly to discuss any questions you may have and instruct you prior to the start of the meeting.
- Speak clearly and directly into the microphone provided at the podium.
- Direct your presentation to Kamloops City Council. The Legislative Assistant will instruct the presenter prior to the start of the meeting.
- Be concise; keep your presentation brief and to the point.
- Participate with integrity. A collaborative and respectful approach is appreciated.
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.

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Contact person: _____

Mailing address: _____

Daytime phone number: _____ **Email address:** _____

Council Meeting date requested: _____
****Please be advised this is a request only, the date your presentation is scheduled will be determined by Legislative Services.*

_____ _____
*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

Submit

Note: If the submit button does not work with your browser, please send the completed form by email to legislate@kamloops.ca.

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 bylaws. If you have any questions about this collection, please contact the Freedom of Information Coordinator, City of Kamloops, 7 Victoria Street West, Kamloops BC, V2C 1A2, 250-828-3455.