



**APPLICATION TO APPEAR BEFORE COUNCIL
AS A DELEGATE OR DELEGATION**

Anyone wishing to be placed on an agenda to address Council may apply by delivering this form to the Director of Corporate Services before 12:00 noon on the Wednesday prior to each meeting. Council meetings are held on the first and third Mondays of each month at 7:00 p.m. in the Council Chambers at the District Office, 136 Spruce Avenue (with the exception of Statutory Holidays when the meeting is moved to the next day).

Each delegation is limited to ten (10) minutes unless a longer period is agreed to by a unanimous vote of those members present pursuant to the *Council Procedure Bylaw 960, 2006*. Members of Council are limited to a five (5) minute question and answer period following your presentation.

Date: _____

Name of Applicant: _____

On behalf of: _____
(name of organization, business, self, etc.)

Mailing Address: _____

Local Street Address: _____

Tel: () _____ Fax: () _____ Email: _____

Issue Applicant wishes to address: _____

(provide additional information as an attachment, if required)

List any requested audio visual needs (every effort will be made to accommodate all requests but the District of Sparwood cannot guarantee availability of specific equipment): _____

Preferred appearance date: _____

SIGNATURE OF APPLICANT

Completed forms can be faxed to the District of Sparwood or emailed to: tmelcer@sparwood.bc.ca

Note: Council meetings are public meetings. Information on this form will become part of the public record and will be distributed to Council, staff, the media and the public. Information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Director of Corporate Services. The Agenda is posted on the Public Notice Board at the District Office, and on the website at www.sparwood.bc.ca Complete agenda packages are available for viewing at the District Office.

FOR DISTRICT USE ONLY: Scheduled Council Appearance Date: _____



DISTRICT OF SPARWOOD

DELEGATIONS

“Delegation” is the term used to define the process whereby an individual or a delegation appears before Council in order to make a presentation, enter a request for action, or bring Council up to date on a project, idea, or concept, or to provide further information on an issue currently before Council for a decision. The process is governed by the rules set out in the Council Procedure Bylaw No. 960, 2006. The Bylaw states that the Director of Corporate Services may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Director of Corporate Services decision, the information will be distributed under a separate cover to Council and the Chief Administrative Officer for their consideration.

The following is the procedure for a member of the public to request to appear as a delegation:

- Submit the application form to the Director of Corporate Services by hand delivery, fax or email no later than 12:00 noon on the Wednesday prior to the meeting at which they wish to appear.
- The Director of Corporate Services will assign an appropriate date. Every effort is made to assign a date as soon as possible, depending on various factors such as whether or not a staff report is pending that should be considered by Council at the same time as the delegation appears, or upon whether timeliness is an issue. Generally Council receives no more than 3 separate delegations at a Council Meeting, which may mean your request will be moved to the next available meeting date.
- The Director of Corporate Services will respond to the request by telephone or email, advising of the date of the Council meeting when they are scheduled, the time they should appear and advising that they are limited to a 10 minute presentation. The presentation is limited to 10 minutes, regardless of the number of people in the delegation. The Director of Corporate Services must be in receipt of any presentation brief by the agenda deadline.

Those persons appearing before Council as a delegation should be aware of the following matters of protocol:

- The Mayor should be addressed as “Mayor <last name>”
- The Councillors should be addressed as “Councillor <last name> “
- Staff should be addressed either by title, e.g., “Director of Corporate Services, Chief Administrative Officer”, or by name, e.g., Mr. Smith, Ms. Jones

All delegations and responses to Council or staff are addressed through the Mayor.

It is understandable if delegates are nervous speaking in a public forum that may be televised. Remember that Council is familiar with this process and is very understanding of any nervousness and tries to set a comfortable and welcoming scenario for all. Council encourages public participation and welcomes delegations and appreciates the public coming forward to be heard.

Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

The opportunity to appear as a delegation is at the privilege of Council, so please use the time wisely to make succinct, relevant points. Upon completion of your presentation, Council may ask questions if they feel clarification is required, however, please keep your answers concise as the question and answer period is limited to a further five minutes.

Please complete the attached application form if you wish to be received by Council