



DELEGATION REQUEST FORM INFORMATION FOR DELEGATIONS

In order to appear before Council as a delegation, please complete this form. The information provided will assist Council and staff in understanding the purpose of your presentation and the action or outcome being requested.

Delegations are scheduled on an as-needed basis; however, a maximum of two (2) delegations will generally be scheduled per meeting. Delegation presentations are limited to a maximum of fifteen (15) minutes, including questions from Council, unless otherwise approved by Council.

Following a presentation, and prior to the delegation being dismissed, members of the public may be provided an opportunity to ask questions of the delegation at the discretion of the presiding member and in accordance with the Council Procedure Bylaw.

1. Name of Organization or Group (if applicable)

2. Name(s) and Title(s) of Person(s) Making Presentation

3. Topic of Presentation

4. What are you seeking from Council as a result of this presentation?

(Examples: information sharing, letter of support, funding request, bylaw or policy change, other action)

5. If requesting financial assistance, please explain why you feel the Village should support this request

6. If requesting financial assistance, please attach a project budget and anticipated sources of revenue.

☐ Attached

7. Presentation Materials

If you require a projector or other presentation equipment, please advise staff in advance.

If you wish Council to review additional printed materials in advance of the meeting, please provide copies to the Village Office no later than 12:00 p.m. (noon) on the Tuesday prior to the meeting date requested.

Presentation materials submitted may form part of the public agenda package.

8. Delegation Question Period

Please indicate whether your delegation presentation:

☐ Is open to questions from members of the public following the presentation

☐ Is for information only and public questions are not requested

Please note:

- Any public questions will be directed through the presiding member;
- The presiding member may limit the number, length, or scope of questions;
- Debate, commentary, or disruptive conduct will not be permitted.

9. Requested Meeting Date

Preferred Date: _____

Alternate Date (if necessary): _____

10. Acknowledgement

Please note:

- Council will consider your request at the following Regular Council Meeting unless it is a time sensitive matter.

Contact Information

Name: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Applicant Acknowledgement

☐ I have read and understand the delegation procedures outlined in this form and acknowledge that delegation presentations and any related public questions will be conducted in accordance with the Village of Ashcroft Council Procedure Bylaw.

Completed forms and attachments may be:

- Delivered to the Village Office; or
- Emailed to: admin@ashcroftbc.ca