

Technical Requirements	<input type="checkbox"/> multimedia projector <input type="checkbox"/> laptop <input type="checkbox"/> other (<i>provide details</i>) <ul style="list-style-type: none"> It is best practice to provide electronic presentations in advance for loading and testing on the District's equipment. 		
Freedom of Information and Protection of Privacy Act	<p>The personal information collected on this form is subject to the Freedom of Information and Privacy Protection Act (FOIPPA). The personal information, if needed, will be used by the District of Kitimat to contact you regarding the request to appear before the District of Kitimat Council at a scheduled Council Meeting.</p> <p>If you have a question about the collection of your personal information, please contact the District of Kitimat's Director of Corporate Administration, or designate, at the District Office 270 City Centre, Kitimat, BC or by calling 250 632 8900.</p>		
Release of Contact Information	<input type="checkbox"/> Yes, I consent to the publication of my Contact Information as part of the District of Kitimat Council Agenda and made available to the public in written and electronic form. <input type="checkbox"/> No, I do not consent to the publication of my Contact Information as part of the District of Kitimat Council Agenda.		
CONTACT INFORMATION			
Contact Address			
Contact Phone Number		Fax Number	
Email			

- Each Delegation to Council is limited to 10 minutes, unless otherwise provided for in the Council Procedure (Kitimat Municipal Code, Part 2, Division 1, Subdivision 7, Section 1).
- When a public hearing is required by statute as a prerequisite to adoption of a bylaw, and a public hearing has been concluded, Council must not permit a delegation to address a meeting of council regarding that bylaw. (Kitimat Municipal Code, Part 2, Division 1, Subdivision 7, Section 3).
- Please note, all public meetings of the District of Kitimat are recorded and made available to the public.

Helpful Presentation Suggestions:

- have a purpose
- direct your presentation to the Council, and communicate through the Chair (Mayor)
- be prepared to answer questions from Council; the presentation is not debatable
- bring enough handouts if your material is not published with the agenda
- provide the Director of Corporate Administration with any relevant notes if not handed out or published with the agenda

I have read and understand the procedures as described in the District of Kitimat Delegation Request form.

(Print name of delegate/representative)

(Signature)

(Date)

Distribution:

Original - Director of Corporate Administration
Copy - Applicant