



DELEGATION REQUEST

THE DEADLINE TO SUBMIT A COMPLETED DELEGATION REQUEST IS:

- **NO LATER THAN 4 P.M. ON THE THURSDAY PRIOR TO THE DATE OF THE COUNCIL MEETING.**

COMPLETED SUBMISSIONS ARE TO BE ADDRESSED TO THE 'DEPUTY DIRECTOR OF CORPORATE ADMINISTRATION' AND CAN BE DELIVERED BY:

- **FAX TO 250-632-4995, OR EMAIL TO eanderson@kitimat.ca, OR IN PERSON TO 270 CITY CENTRE.**

Request to attend the Council Meeting of:	Date	Date Request received in the Corporate Office	Date
Contact Name:			
Organization being Represented:			
Subject of the Presentation:			
Individuals Making the Presentation:	Name	Title	
	1.		
	2.		
Purpose of Presentation	<input type="checkbox"/> information only		<input type="checkbox"/> requesting a letter of support
	<input type="checkbox"/> funding request		<input type="checkbox"/> other (provide details)
COMPLETE THIS SECTION FOR FUNDING REQUESTS			
Funding Request	Has a Grants / Sponsorship Program application been submitted to the District of Kitimat under the Grants / Sponsorship program? <input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, will there be an application under the Grant / Sponsorship program?</i> Explain: _____ _____ _____		
Will you be providing supporting documentation?	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes:</i> <input type="checkbox"/> handouts at meeting (<i>bring at least 10 copies</i>) <input type="checkbox"/> publication in agenda (<i>one original due by 4:00 the Thursday prior to your appearance date</i>)		

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. 		
Personal Information Protection Act	<p>The personal information collected on this form is subject to the Personal Information Protection Act (PIPA). 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 Deputy 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).

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 Deputy 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)