

Request to Appear as a Delegation

Date:	Council Meeting Date Requested:
Name or Group Making Presentation:	
Number of Individuals in Delegation and Names of Persons Making a Presentation:	
Subject of Presentation:	
Contact Information	
Name:	Phone:
Address:	Email:
City/Prov:	Postal Code:
Purpose of Presentation	
Request for Funding <input type="checkbox"/> Request Letter of Support <input type="checkbox"/> Information Only <input type="checkbox"/> Other <input type="checkbox"/>	
Please provide a brief description of the purpose of your presentation:	
Will you be requesting a grant or financial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there deadlines around your request? <input type="checkbox"/> Yes <input type="checkbox"/> No Deadline Date: _____	
Will you be providing supporting documents to include in the agenda package? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Documents need to be received by the Corporate Officer no later than 12:00 pm on the Wednesday prior (info@osoyoos.ca)</small>	
How will you be presenting? <input type="checkbox"/> PowerPoint <input type="checkbox"/> Video <input type="checkbox"/> Verbal Presentation <small>*Visual presentations (PowerPoint/Video) must be submitted to the Corporate Officer for approval by 12:00 pm on the Wednesday prior to the meeting.</small>	
I wish to participate: <input type="checkbox"/> In-Person <input type="checkbox"/> Virtually via Zoom	

Internal Use Only

Presentation Received/reviewed: Yes No

Confirmation Sent: Yes No

Type of Meeting:

Date of Meeting:

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Important Information

To appear as a delegation, this request form must be completed in its entirety and submitted to the Corporate Officer by 12:00 noon on the Wednesday before the requested meeting date to info@osoyoos.ca. This **does not guarantee** that your delegation will be accommodated on that meeting date.

- A limit of two (2) delegations per meeting is preferred; if your presentation is time sensitive, please plan well in advance of the available meeting dates.
- Please arrive at least 10 minutes before the start of the meeting. Delegations are scheduled to appear at the Committee of the Whole meeting that starts at 9:00 am.
- Your request may not be accommodated if the subject matter is restricted.
- Presentation materials, if you are intending to use them, should accompany your delegation request. Presentation material **MUST** be received **by 12:00 noon** at the latest on the Wednesday before the meeting date.

Presenters are afforded **5 MINUTES** to make their presentation, followed by questions or comments from Council Members.

- Decisions on requests will be **deferred to the next meeting** of Council following a presentation; please keep this in mind if you have time sensitive requests.
- The Mayor is addressed as “Mayor” followed by their last name or “Your Worship”, if referring to a Council member, use their title, “Councillor”, followed by their last name. All questions are directed to the Mayor, not individual Council members. Ensure you answer the questions as directed by Council and do not engage in debate.
- Council meetings are open to the public and all submissions are posted to the Town’s website for public viewing.
- The use of signs, posters, and personal audio-video recordings devices are not allowed in the Council Chambers.
- By entering the Council Chambers, you consent to being recorded, your image and/or voice being posted on the website and complying with the Council Procedure Bylaw and other Town policies related to Council Meetings. Outside audio-video recording of Open Council Meetings is prohibited. Improper conduct contrary to the Town’s Procedure Bylaw and policies will not be tolerated.
- Improper conduct contrary to the Town’s Council Procedure Bylaw and the Respectful Workplace, Workplace Discrimination, Bullying and Harassment Policy (HR-013) will not be tolerated.