



THE CORPORATION OF THE CITY OF VERNON

REQUEST TO APPEAR AS A DELEGATION

ON _____
Day Month Year

APPROVED: _____
Mtg Date: _____

(See Council Calendar on back of Form)

Date of Request: _____

Name of Person Making the Request: _____

Name & Titles of Presenter(s): _____

Contact Information: Phone _____ Email: _____

Mailing Address: _____

DETAILS OF PRESENTATION

Will There be a Power Point Presentation? No *Yes (*due one week before the meeting)

Will There be written material provided for the Agenda? No *Yes (*due one week before the meeting)

DESIRED ACTION FROM COUNCIL

*Please be advised that delegations are limited **5 minutes**, (followed by any questions from Council), unless otherwise resolved by Council.

(PLEASE SEE REVERSE)

Personal information collected is collected in compliance and protected in accordance with the Freedom of Information and Protection of Privacy Act and will be used for the purposes serving our citizens in a responsible and efficient manner.

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2017 Council Meeting Dates	
January 9 th January 23 rd	July 17 th
February 6 th February 27 th	August 14 th
March 13 th March 27 th	September 5 th September 18 th
April 10 th April 24 th	October 10 th (Tues.) October 23 rd
May 8 th May 23 rd (Tues)	November 14 th (Tues.) November 27 th
June 12 th June 26 th	December 11 th

Delegation Information:

- Delegations must be requested in writing
- You will receive written confirmation of your delegation to Council
- Please be aware that the agenda is finally reviewed and set on the Wednesday, prior to the meeting. On occasion, rescheduling does occur during this review, due to volume concerns. We thank you for your understanding when such instances arise.
- Council has established **a 5 minute time limit** for presentations, followed by questions or comments from Council Members
- Any written information for the agenda or Power Point presentations must be received by the **Monday prior to the Council meeting day (ie. one week in advance)**
- The Mayor of the City of Vernon is addressed as “Mr. Mayor” or “Your Worship”, and all questions are directed to the Mayor as Chairman of the meeting.
- Council has established a process by which any presentation made to Council will be brought forward to their next meeting (**approximately 2 weeks’ time**) for consideration.

Written Submissions, Presentations, Questions or Concerns may be directed to:

Sue Blakely, CMC
Deputy Corporate Officer
250-550-3526
sblakely@vernon.ca

Or

Patricia Bridal, CMC
Director, Corporate Services
250-550-3524
pbridal@vernon.ca