THE CORPORATION OF THE CITY OF VERNON

REQUEST TO APPEAR AS A DELEGATION

ON _____ _____ _____

Day Month Year

(See Council Calendar on back of Form)

APPROVED:

_____

MTG DATE:

_____

CONTACT INFORMATION

Date of Request: _____

Name of Person Making the Request: _____

Name & Titles of Presenter(s): _____

Salutation (Dr., Mr., Mrs., Ms., Mx., Other): _____

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

Note: The Delegation Request form and related documents become part of the public record and will be released/ published in the agenda and minutes that are available to the public in a variety of methods.

The information you provide on this form is collected by the City of Vernon under Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used for purposes of processing delegation requests. Questions about the collection and use of this information should be directed to the Legislative Services Department at 250-545-1361 or at 3400 30 Street, Vernon B.C. V1T 5E6

(PLEASE SEE REVERSE)

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2026 Council Meeting Dates			
January 12th January 26th	February 9th February 23rd	March 9th March 23rd	April 13th April 27th
May 11th May 25th	June 8th June 22nd	July 20th	September 8th September 28th
November 10th November 24th	December 15th		

Appearing Before Council as a Delegation

- If City Staff are unable to address your situation or concerns, you can ask to speak to (appear before) Council. To appear you must be scheduled as a formal delegation, which can be requested through this form or by using our online form.
- Delegation requests must be received two weeks prior to the selected Council meeting date.
- Delegation requests must be requested in writing. Once you've provided the filled-out form and any background information, you will receive a written confirmation of your delegation (appearance).
- The agenda for Council meetings is reviewed and set on the Wednesday prior to the meeting. During this review delegations may be rescheduled, due to volume concerns. We thank you for your understanding when such instances arise.
- Pursuant to the Council, any presentation made to Council will be brought forward at the next Council meeting (approximately 2 weeks' time) for consideration.

Your Presentation to Council

- Council has established **a 5-minute time limit** for presentations, followed by questions or comments from Council Members.
- Any written information or Power Point presentations **must be received on the Monday prior** to the Council meeting day (ie. One week in advance).
- Please Address the Mayor as "Mayor Gares" and all questions are directed to the Mayor as Chairperson of the meeting. Other Council members shall be addressed as "Councillor".

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

Sue Wood
Corporate Officer
250-550-3517
swood@vernon.ca

or

Cathy Isles
Deputy Corporate Officer
250-550-3526
cisles@vernon.ca